

Submit an Excise Tax Report by File Upload: General Distributor's Permit (BB) and Branch Distributor's Permit (BC)

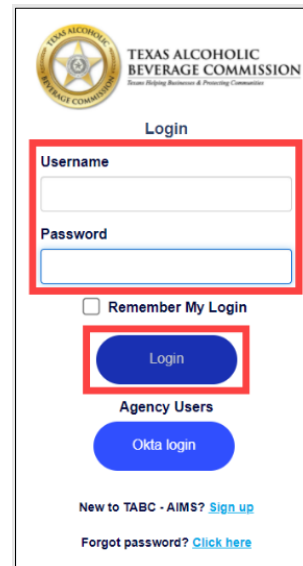
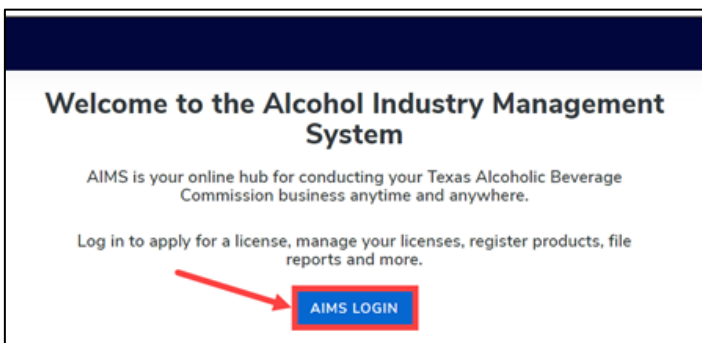
This guide provides the steps to submit an excise tax report by businesses that hold a General Distributor's (BB) and Branch Distributor's (BC) permit. Each permit holder must submit the following schedules:

- **Schedule 2** reports incoming alcohol (i.e., product received) and exemptions, such as sales to distributors or alcohol exported out of the state.
- **Schedule 4** lists each brand, package size and package count sold to retailers in the state during the reporting month.

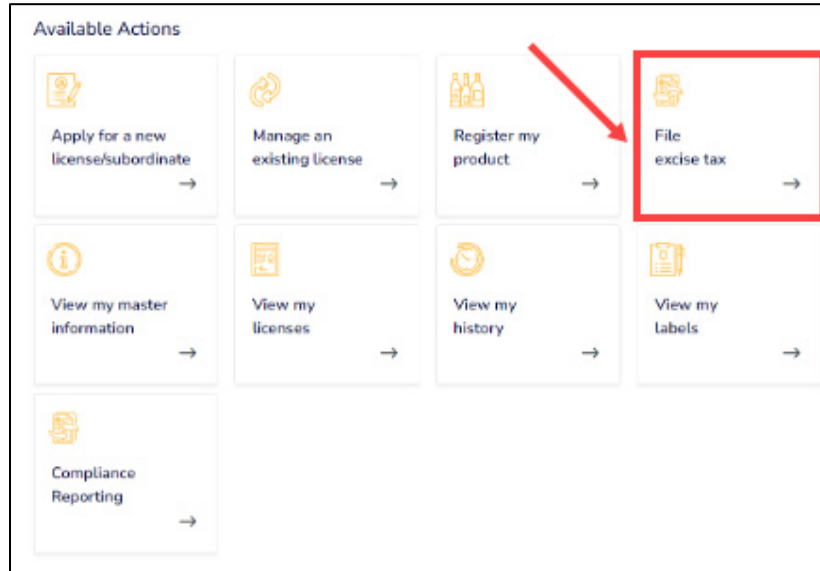
You must file your report between the 1st and the 15th of the month, covering activity in the previous month.

1. Log in to AIMS:

- Enter tabc.texas.gov/aims-login in Google Chrome or Microsoft Edge on your device.
- Click **AIMS LOGIN** when you're on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.

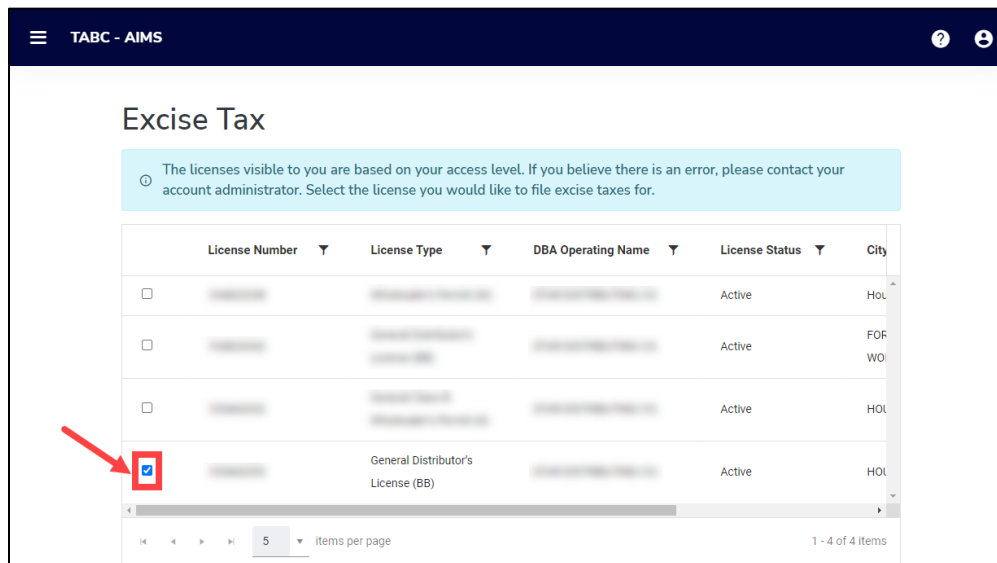


- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear. Click the **File excise tax** tile.

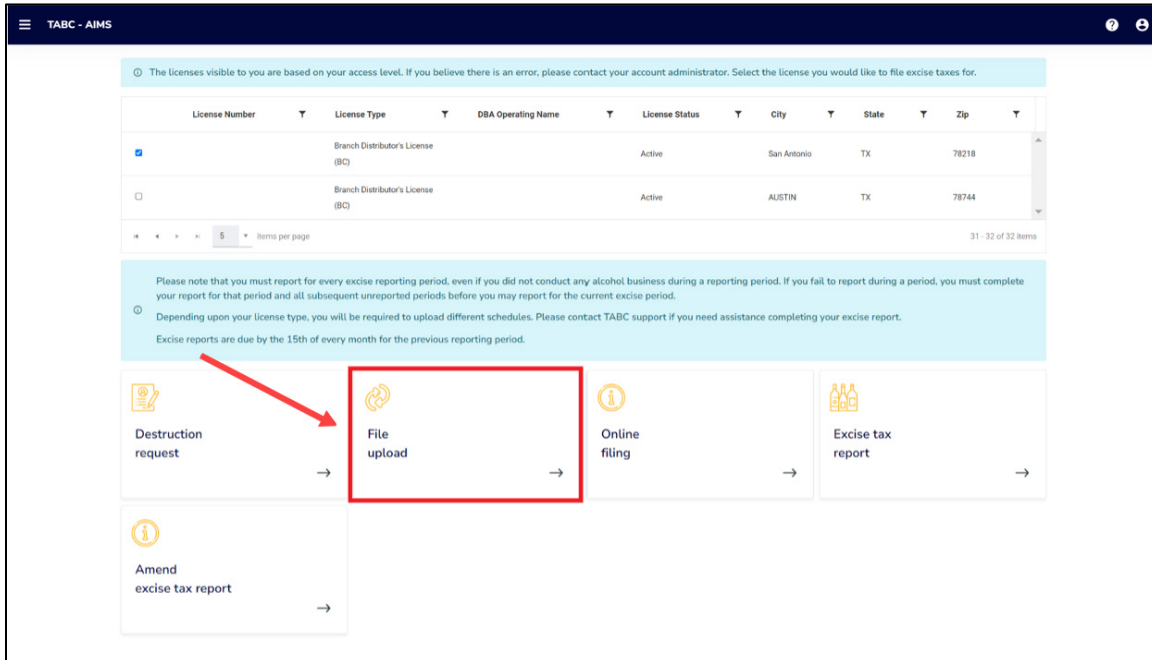


i If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

- Select the **checkbox** next to the permit for which you need to submit excise taxes.

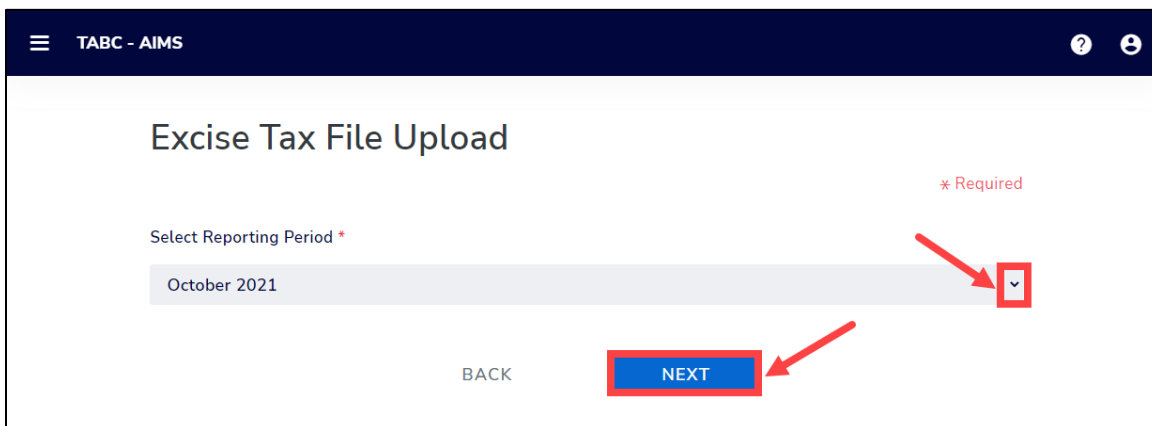


4. Scroll down and click the **File upload** tile.



5. **Select Reporting Period** from the dropdown list. You'll typically be selecting the previous month as the reporting period.

Click the **Next** button.





- Skip to Step 9 if you have submitted in AIMS before.** If this is your first time submitting an excise tax report in AIMS, you'll need to enter an opening inventory. The opening inventory is equal to the total closing inventory from the previous reporting period. Enter opening inventory for each beverage category and click the **Add Record** button.

Important note: You won't have to enter Opening Inventory amounts for subsequent report filings.



Submit Opening Inventory

* Required

Add | View

Previous Bottled Inventory 0 | Running Taxable Gallons 0

Opening inventory: Malt Beverage

BACK | **ADD RECORD**

Alcohol Types and Descriptions Provided for Reference

Alcohol Type	Description
MALT	Malt beverage (gallons)

7. A green box in the upper-right corner will confirm the record was saved.

Click **View**.

TABC - AIMS

Record is saved.

Submit Opening Inventory

* Required

Add **View**

Previous Bottled Inventory 0 Running Taxable Gallons 0

Opening inventory: Malt Beverage

0

BACK ADD RECORD

8. If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one. You can't edit entries.

Click the **Next** button.

TABC - AIMS

Record is saved.

Submit Opening Inventory

* Required

Add **View**

EXPORT TO EXCEL

Alcohol	Opening inventory	Description
MALT	3,000.0000	Initial Inventory

« ‹ › »

NEXT

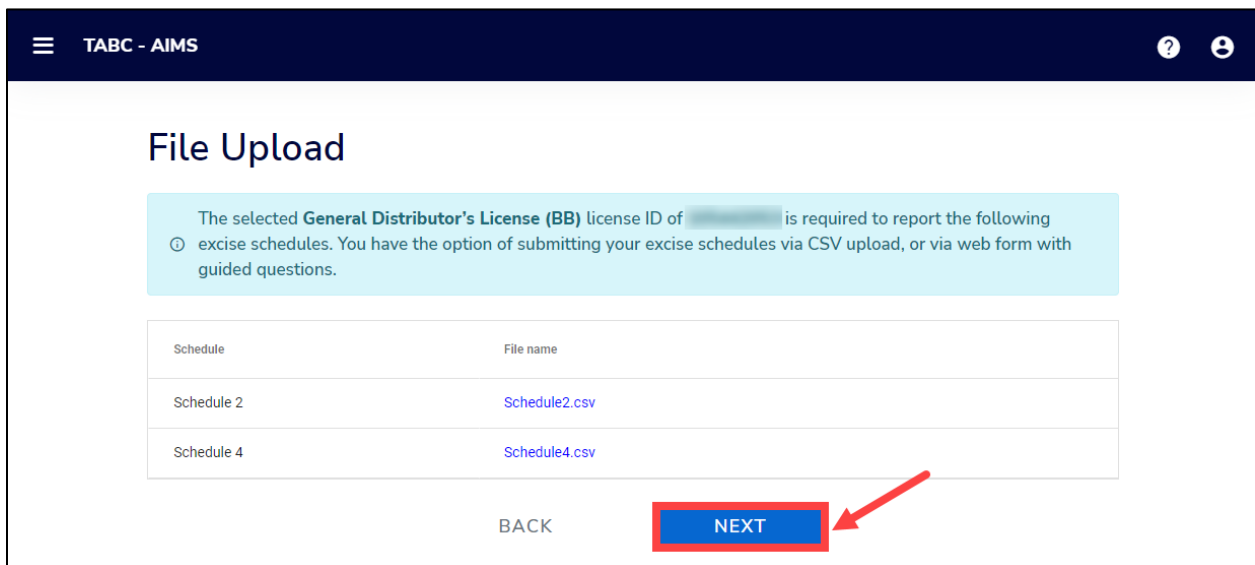
9. Download all the required schedules for your permit. You'll use the files on this page to enter the necessary information.

Click each file name to download the file onto your computer. AIMS will automatically display the required schedules based on the permit type.

Important notes:

- You must ensure all data entered matches the format provided in these files.
- Do not change the column headings when saving each file.

Once you've downloaded the files, click the **Next** button.



10. Complete all the required schedules for your permit.

How to Complete Schedule 2

The following fields are required:

	A	B	C	D	E	F	G
1	Permit	TransactionType	Invoice Date	Invoice Number	AlcoholType	GallonsQuantity	IsCreditMemo
2							

Permit (Column A): The permit field is only required for Incoming or Distributors transaction types (see Column B information below for descriptions of each transaction type).

- For transaction type INCOMING, enter the AIMS license number of the supplying permittee. Enter the numbers only and do not include any leading letters.
- For transaction type DISTRIBUTORS, enter the AIMS license number of the receiving permittee. Enter only the numbers and do not include any leading letters.

If you chose a Transaction Type other than INCOMING or DISTRIBUTORS, leave the Permit field (Column A) blank for that row.

There are three ways to find an AIMS license or permit number:

- [AIMS License Search](#)
- [TABC Licenses lookup table](#)
- [Public Inquiry](#)

TransactionType (Column B): Submit received alcohol (INCOMING) or record exemptions, if applicable.

Transaction Type	Description
INCOMING	Alcohol received
CARRIER	Carrier claim
DESTRUCTIONS	Approved TABC destruction amount
EXPORTS	Out-of-state exports
DISTRIBUTORS	Sales to distributors (applies to BW, BP, BB and BC licenses only)
MILITARY	Sales to military installations
OTHER	You must receive TABC approval for exemption type. Email questions to our Excise Tax team at excise.tax@tabc.texas.gov .

Invoice Date (Column C): Enter in the format M/D/YYYY, M/DD/YYYY, MM/D/YYYY or MM/DD/YYYY.

Invoice Number (Column D): Enter invoice number (no specified format).

AlcoholType: Choose the correct alcohol type from the table below and enter it exactly how it appears. For BB and BC permits, MALT is the only option.

Alcohol Type	Description
MALT	Malt beverages (gallons)

GallonsQuantity: Gallon amounts cannot exceed four decimal places to the right. You must use decimals when entering units.

Correct	Incorrect
101.3333	101.000056

IsCreditMemo: Leave this field blank.

Example: If a business received 1,000.5 gallons of malt beverages from a brewer with permit number 123456789 on Sept. 2, 2021, documented under invoice #123456, it would be entered as follows:

	A	B	C	D	E	F	G
1	Permit	TransactionType	InvoiceDate	InvoiceDate	AlcoholType	GallonsQuantity	IsCreditMemo
2	111111111	INCOMING	9/02/2021	123456	MALT	1000.5	

Complete the information and save. **Important note:** Do not change the file format from CSV.

How to Complete Schedule 4

The following columns populate in Schedule 4.

	A	B	C
1	Brand	Package size	Package count
2			

Brand (Column A): Enter name from TABC Product Registration Certificate. Find certificates through [Public Inquiry](#).

Package Size (Column B): See the [chart on our Alcohol Excise Taxes page](#). Choose the appropriate package size from the Package Size column and enter it exactly as shown in the chart.

Package Count (Column C): Enter number of packages, represented as a whole number.

Example: If you are reporting the business sold one-hundred 12 packs of 12 oz cans of ABC Malt to a retailer, you would enter it as follows:

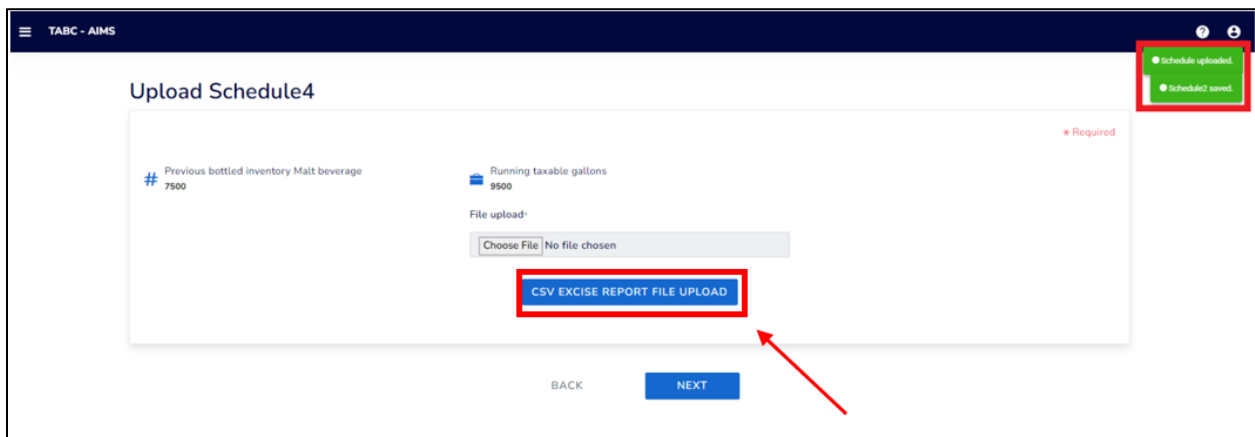
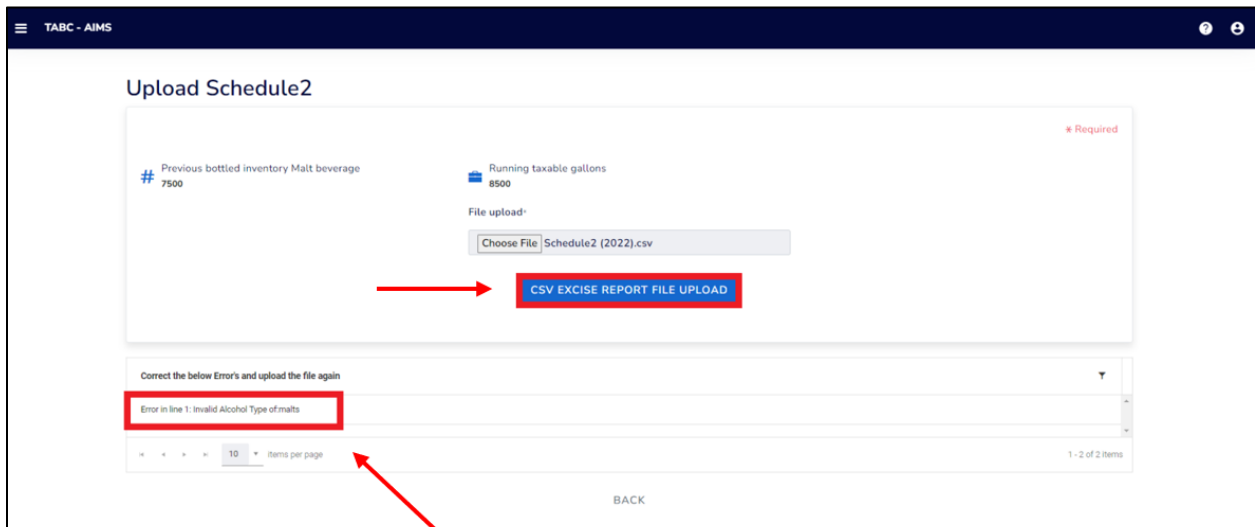
	A	B	C
1	Brand	Package size	Package count
2	ABC Malt	12/12oz	100

Complete the information and save. **Important note:** Do not change the file format from CSV.

11. **Upload Schedule 2.** Return to AIMS and click **Choose File**. Follow the prompts to find the Schedule 2 file you completed.

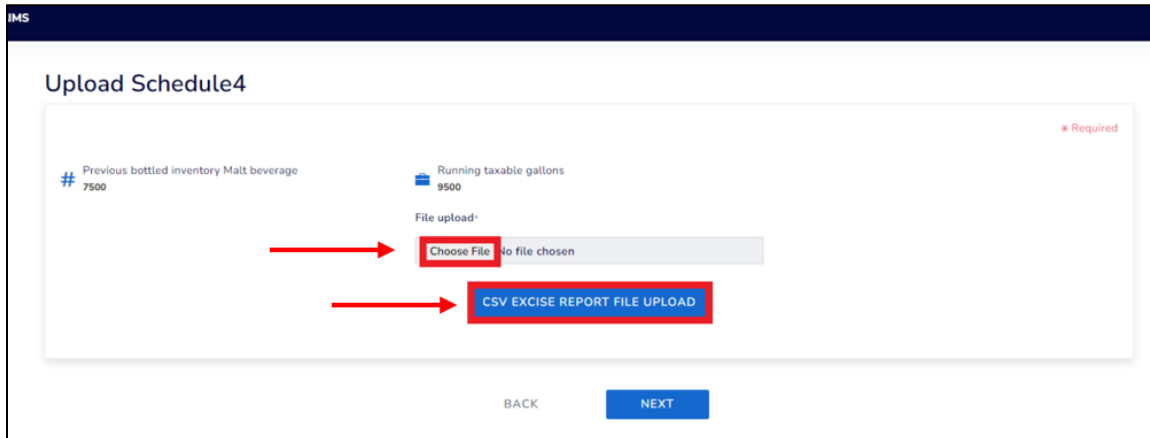
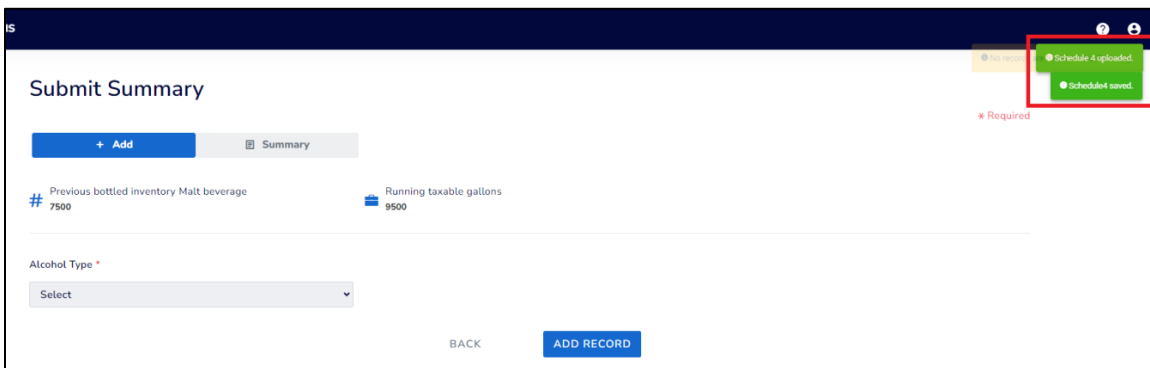
Click the **CSV Excise Report File Upload** button.

Important note: AIMS will review each of your files for errors. If entries are correct, you'll receive a successful confirmation and be automatically directed to the next schedule. Errors will appear at the bottom of the page. You'll need to correct the identified errors and re-upload the schedule before you can go to the next schedule.



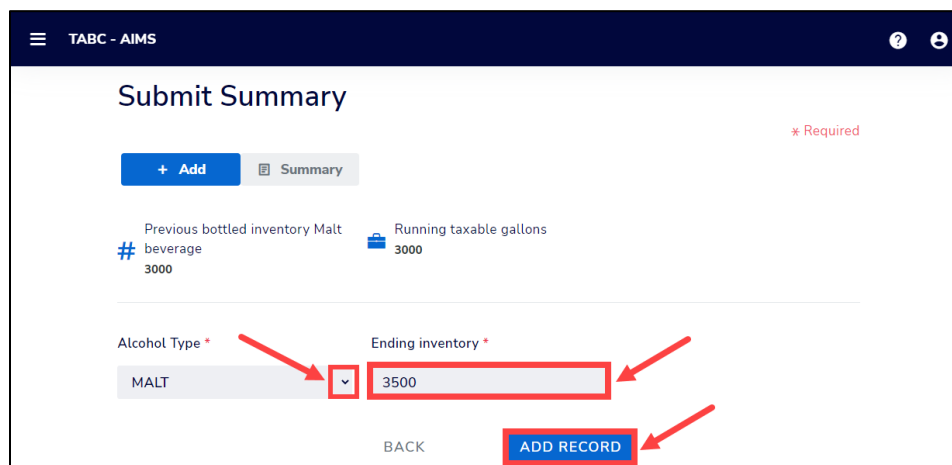
12. **Upload Schedule 4.** Click **Choose File** and find the completed file on your computer.

Click the **CSV Excise Report File Upload** button. You'll be directed to the next schedule if entries are correct. If errors are found, correct them and re-upload.

13. On the **Submit Summary** page, select the **Alcohol Type** dropdown list.

Enter **Ending Inventory**. Click **Add Record**.





14. When complete, click **Summary**.

TABC - AIMS

Submit Summary

* Required

+ Add Summary

Previous bottled inventory Malt beverage 150

Running taxable gallons 150

Alcohol Type * MALT

Ending inventory * 200

BACK ADD RECORD

15. If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one.

Click the **Next** button.

TABC - AIMS

Submit Summary

Record is saved.

* Required

+ Add Summary

EXPORT TO EXCEL

Alcohol	Ending inventory
MALT	200.0000

NEXT

16. Review the Attestation and click the **Submit** button.

Attestation

By submitting this report, you are representing to the Commission that you are legally authorized to do so on behalf of the entity/business listed as the permittee. Furthermore, you are affirming that all the information and facts stated in the report, or in any written instrument relating to or supplementing the report, are true, correct, and not misleading. A false or misleading statement may result in cancellation or suspension of the license or permit.

BACK
SUBMIT

17. The payment screen will appear with the charges. Scroll down.

Choose Payment Type from the dropdown list.

Important note: A convenience fee is charged for credit card payments, while no fee is applied to ACH or TexNet payments.

If you submit payment through TEXNET, see the [TEXNET Payment User Guide](#).

Select the **checkbox** to agree to the attestation.

Click the **Pay Now** button to be taken to Texas.gov for payment.

Grand Total:	\$148.67
Agency Fee:	\$148.67
2% Discount:	\$0.00
Credit:	\$0.00
Total Costs*:	\$148.67

Choose Payment Type *

Select
▼

*This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

By selecting this checkbox, I swear that I have voluntarily executed this report.

BACK
PAY NOW

After completing the payment, your report is considered submitted. If you need to make changes to the report after submission, see the [Amend Excise Tax Report User Guide](#).