

## Submit an Excise Tax Report by File Upload: Winery Permit (G)

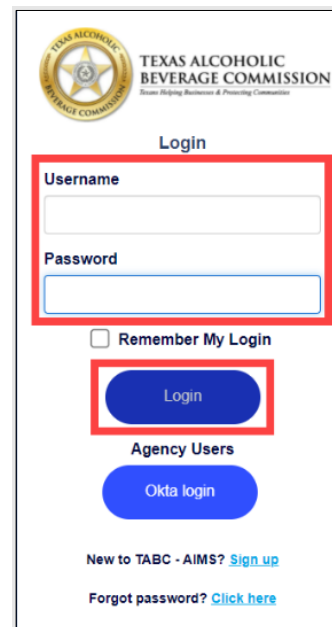
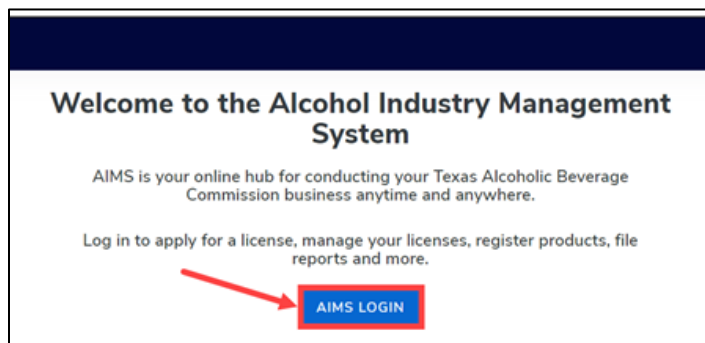
This guide provides the steps to submit an excise tax report for a business that holds the Winery Permit (G). Each permit holder must submit the following schedules:

- **Schedule 1** reports both manufacturing and retail and consumer sales. You should include the total amount of alcohol manufactured (i.e., bottled, canned, or kegged) for the month, in gallons. Businesses eligible to sell to retailers and consumers for on- or off-premises consumption must also report the gallonage sold for each category in the reporting month.
- **Schedule 2** reports incoming alcohol (i.e., product received) and exemptions, such as sales to distributors or alcohol exported out of the state.
- **Schedule 3** reports bulk wine received.

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

### 1. Log in to AIMS:

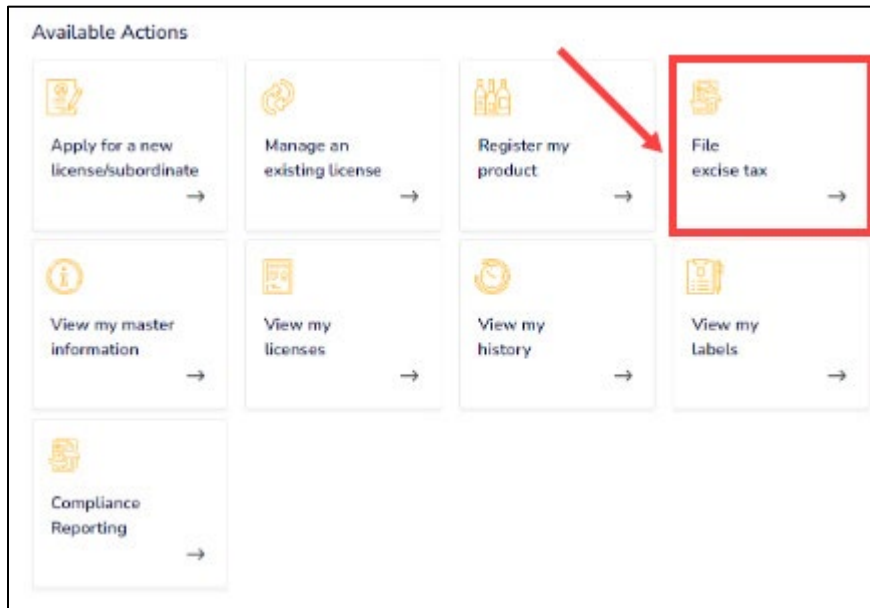
- Enter [tabc.texas.gov/aims-login](http://tabc.texas.gov/aims-login) in Google Chrome or Microsoft Edge on your device.
- Click **AIMS LOGIN** when you're on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.





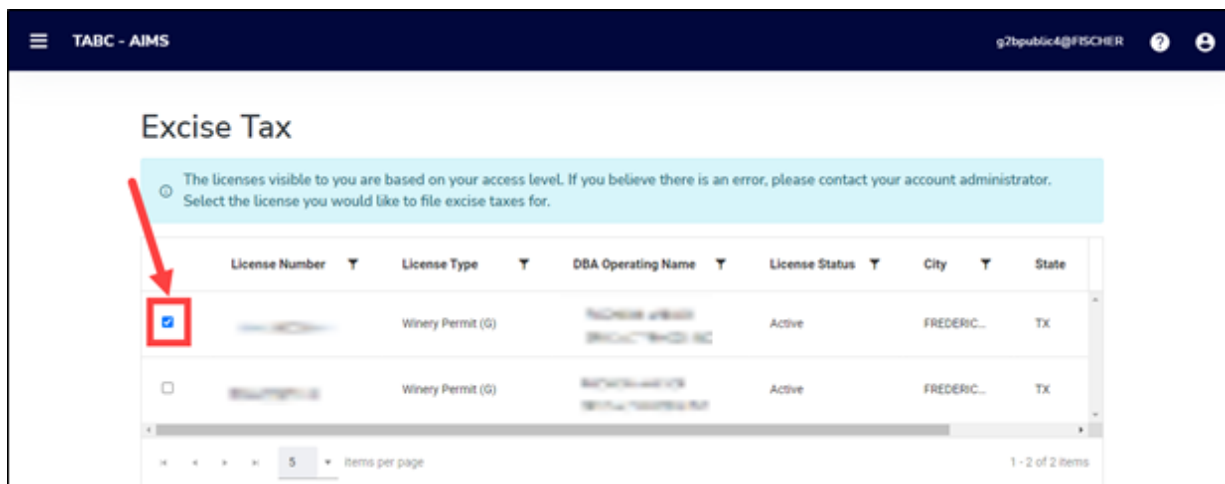
2. If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.



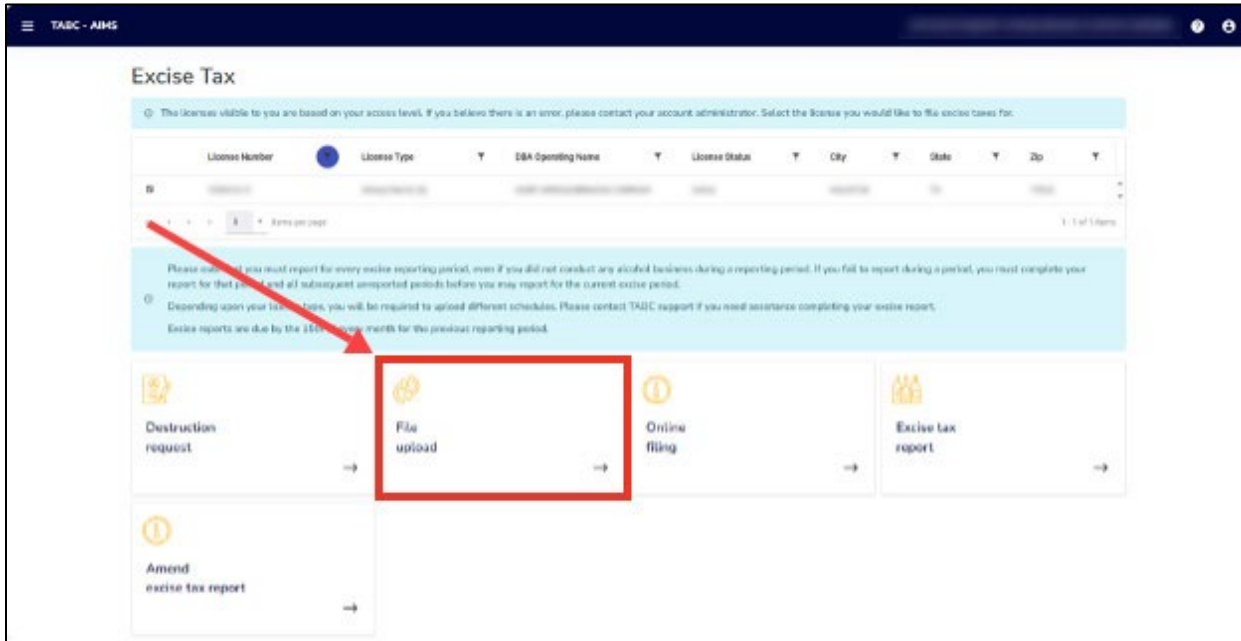
**i** If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

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



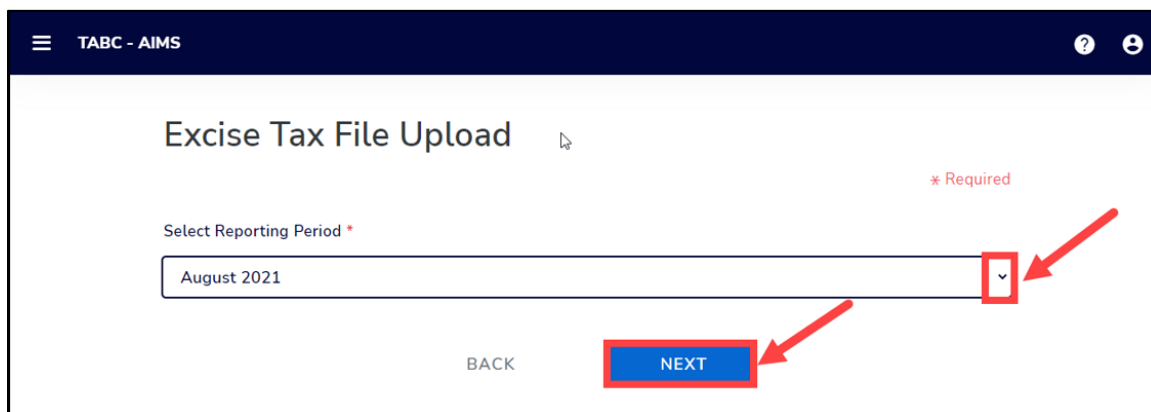


4. Click the **File upload** tile.



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 an excise tax report in AIMS before.** If this is your first time submitting in AIMS, you must 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 | Running Taxable Units: 0

Opening inventory: In-State Low Wine: 100 | Opening inventory: In-State High Wine: 105 | Opening inventory: In-State Sparkling Wine: 71

Opening inventory: Out-of-State Low Wine: 0 | Opening inventory: Out-of-State High Wine: 0 | Opening inventory: Out-of-State Sparkling Wine: 0

BACK | **ADD RECORD**

### Alcohol Types and Descriptions Provided for Reference

Alcohol Type	Description
TXLW	Texas low wine — 14% alcohol by volume (ABV) and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)
OOSLW	Out-of-state low wine — 14% ABV and lower (gallons)
OOSHW	Out-of-state high wine — more than 14% ABV (gallons)
OOSW	Out-of-state sparkling wine (gallons)



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

Click **View**.

Submit Opening Inventory

Record is saved

\* Required

Add View

Previous Bottled Inventory 0 Running Taxable Gallons 0 Running Taxable Units 0

Opening inventory: In-State Low Wine 0 Opening inventory: In-State High Wine 0 Opening inventory: In-State Sparkling Wine 0

Opening inventory: Out-of-State Low Wine 0 Opening inventory: Out-of-State High Wine 0 Opening inventory: Out-of-State Sparkling Wine 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.

Submit Opening Inventory

\* Required

Add View

EXPORT TO EXCEL

Alcohol	Opening inventory	Description
MALT	0.0000	Initial Inventory
TXLW	93.0000	Initial Inventory
TXHW	101.0000	Initial Inventory
TXSW	24.0000	Initial Inventory
OOSLW	0.0000	Initial Inventory

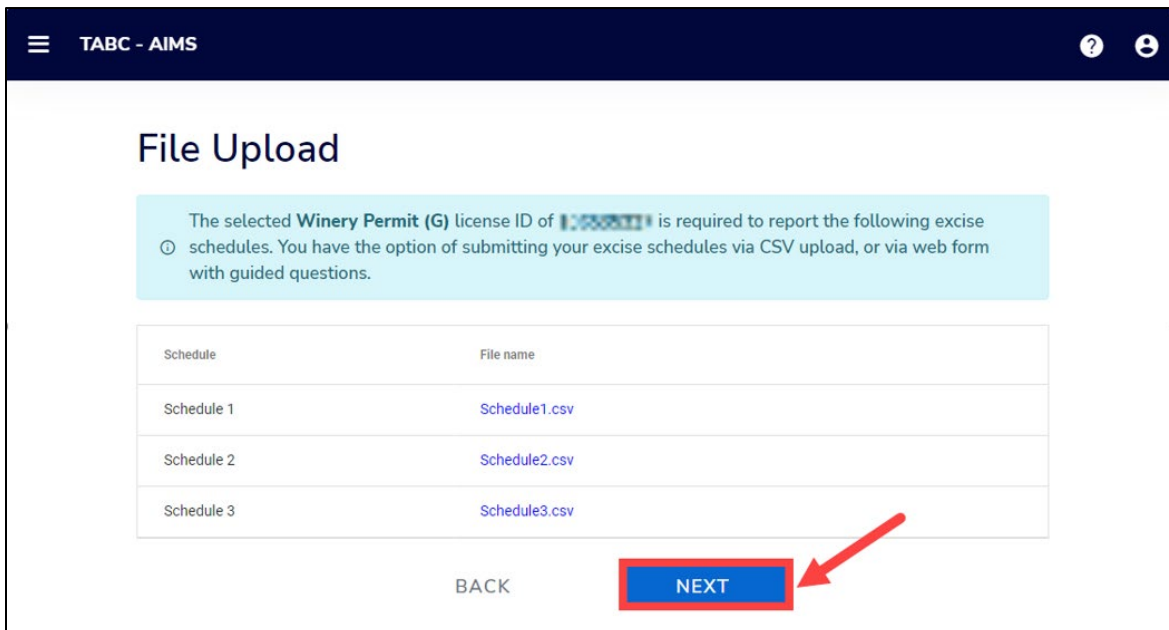
NEXT

- Download all the required schedules. 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 a file.

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



- Complete the required schedules. See detailed instructions for each schedule. Fill in each cell of the schedule spreadsheet with the information in these instructions.

### How to Complete Schedule 1

The following fields are required:

	A	B	C	D
1	Transaction	AlcoholType	Quantity	SaleType
2				

**Transaction (Column A):** Type either “Manufacture” or “Direct Sales” into each cell. Inventory reported as Manufacture should be reported on a separate row from Direct Sales.

- **Manufacture** — Enter if the alcoholic beverage inventory is manufactured (e.g., winery reporting gallons of wine produced). You can’t select out-of-state alcohol types (OOSLW, OOSHW and OOSSW) as manufactured. If you input this option, leave SaleType (Column D) blank for that row.
- **Direct Sales** — Enter if the business made sales to retailers, sales off-premises and/or sales on-premises during the reporting period. If you select direct sales, you must enter an option for SaleType (Column D). If you input Direct Sales, you must enter an option for SaleType (Column D).

**AlcoholType (Column B):** the alcohol type manufactured and sold to retailers for on- or off-premises consumption. Choose from the options listed under Alcohol Type below and type them exactly as they appear:

Alcohol Type	Description
TXLW	Texas low wine — 14% alcohol by volume (ABV) and lower (Gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)
OOSLW	Out-of-state low wine — 14% ABV and lower (gallons)
OOSHW	Out-of-state high wine — more than 14% ABV (gallons)
OOSSW	Out-of-state sparkling wine (gallons)

**Quantity (Column C):** Gallon amounts cannot exceed four decimal places to the right. You must use decimals when entering units.

Correct	Incorrect
101.3333	101.000056

**SaleType(Column D):** includes sales to retailers, sales made off-premises, and sales made on-premises.

- RETAIL — sold to retailer.
- OFFPREMISE — sold for off-premises consumption (i.e., “to-go,” delivery).
- ONPREMISE — sold for on-premises consumption.

**Example:** An in-state winery that manufactured 1,000.5 gallons of low wine, and sold on-premises 10 gallons of the low wine it manufactured, would report these as such:

	A	B	C	D
1	Transaction	AlcoholType	Quantity	SalesType
2	Manufacture	TXLW	1000.5	
3	Direct Sales	TXLW	10	ONPREMISE

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

### How to Complete Schedule 2

	A	B	C	D	E	F	G
1	Permit	Transaction Type	Invoice Date	Invoice Number	Alcohol Type	Gallons Quantity	IsCreditMemo
2							

**Permit (Column A):** The Permit field is only required for Incoming, Wineries, or Wholesalers 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 only the numbers and do not include any leading letters.
- For transaction type WINERIES and WHOLESALERS, enter the AIMS license number for the receiving permittee. Enter only the numbers and do not include any leading letters.

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

There are three ways to find an AIMS license 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
LAB	Inventory used for lab purposes
WHOLESALERS	Sales to wholesalers
MILITARY	Sales to military installations
OTHER	You must receive TABC approval for this exemption type. Email questions to our Excise Tax team at <a href="mailto:excise.tax@tabc.texas.gov">excise.tax@tabc.texas.gov</a> .
SACRAMENTAL	Sales made for sacramental purposes
WINERIES	Sales to wineries

**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.

Alcohol Type	Description
TXLW	Texas low wine — 14% alcohol by volume (ABV) and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)
OOSLW	Out-of-state low wine — 14% ABV and lower (gallons)
OOSHW	Out-of-state high wine — more than 14% ABV (gallons)
OOSW	Out-of-state sparkling wine (gallons)

**GallonsQuantity:** Gallon amounts can't 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 sold 1,000.5 gallons of Texas low wine to a wholesaler with permit number 111111111 on Sept. 2, 2021, documented in invoice #123456, that would be entered as follows:

	A	B	C	D	E	F	G
1	Permit	Transaction Type	Invoice Date	Invoice Number	Alcohol Type	Gallons Quantity	IsCreditMemo
2	111111111	WHOLESALERS	9/2/2021	123456	TXLW	1000.5	

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

### How to Complete Schedule 3

The following fields appear in Schedule 3, but you only need to complete the fields highlighted in the image below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Permit	Transaction Type	Invoice Date	Invoice Number	Alcohol Type	Quantity	Price	Customer name	Address	Shipper	Tracking	IsCreditMemo
2												
3												

**Permit (Column A):** TABC license number of supplying licensees. Use the new AIMS license number and enter only numbers with no leading letters.

There are three ways to find an AIMS license number:

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



**Transaction Type (Column B):** “Bulk” is the only transaction type option and should be entered in Column B in every row you are reporting information.

**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.

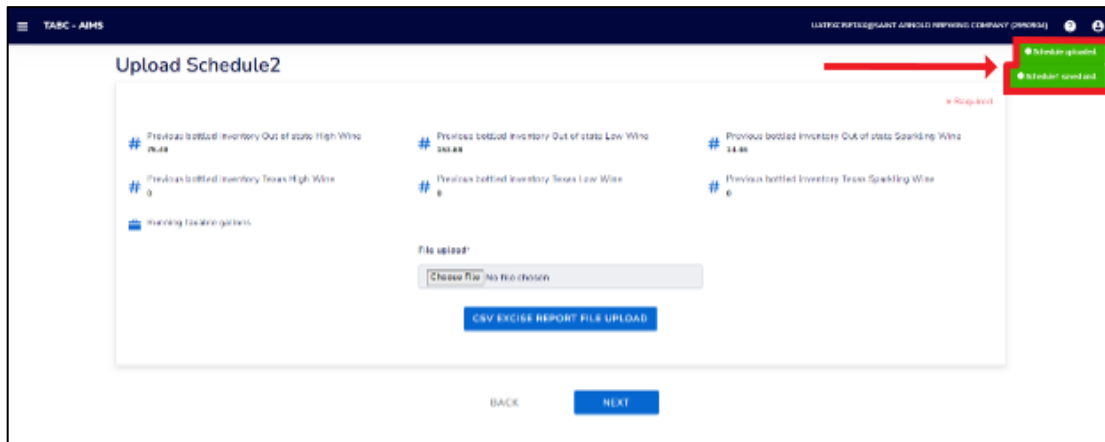
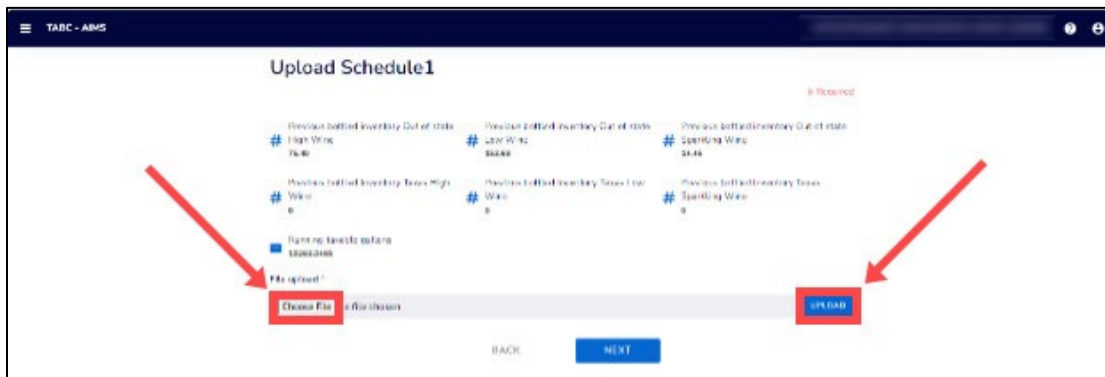
**Quantity (Column F):** Gallon amounts can’t exceed four decimal places to the right. You must use decimals when entering units.

Correct	Incorrect
101.3333	101 1/3

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

11. **Upload Schedule 1.** Return to AIMS and click **Choose File**. Follow the prompts to find the Schedule 1 file you completed.

Click **Upload**. **Important note:** AIMS will review each of your files for errors. If entries are correct, you’ll receive a confirmation and be automatically taken 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.

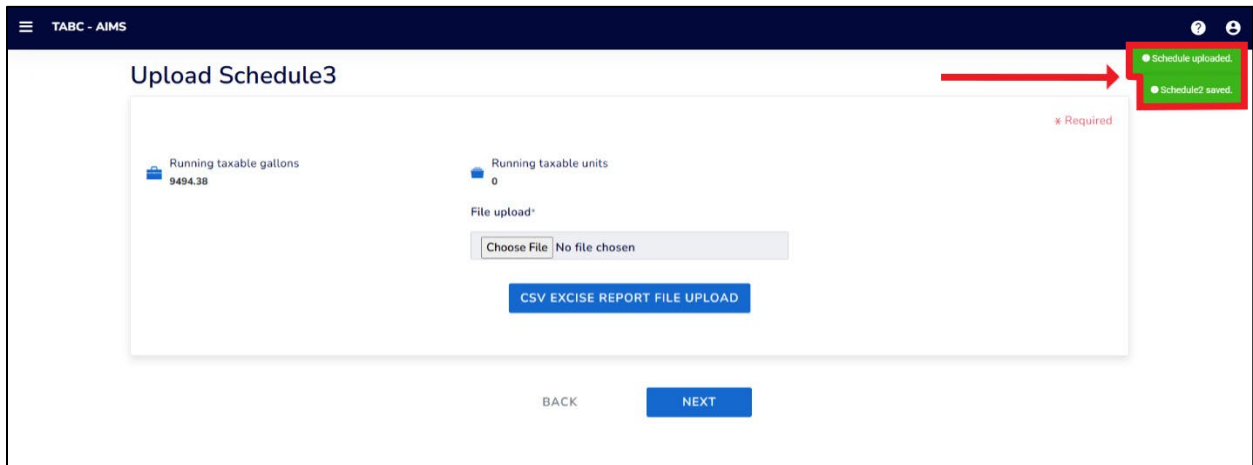
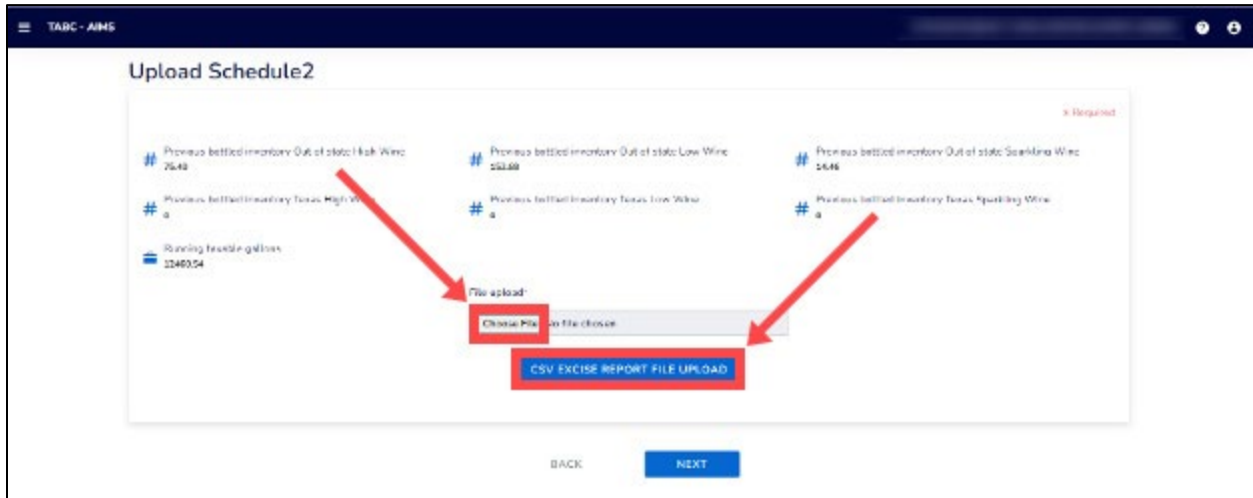




12. **Upload Schedule 2.** Click **Choose File** and find the completed file on your computer.

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

If entries are correct, you'll be directed to the next schedule. If errors are found, correct them and re-upload.

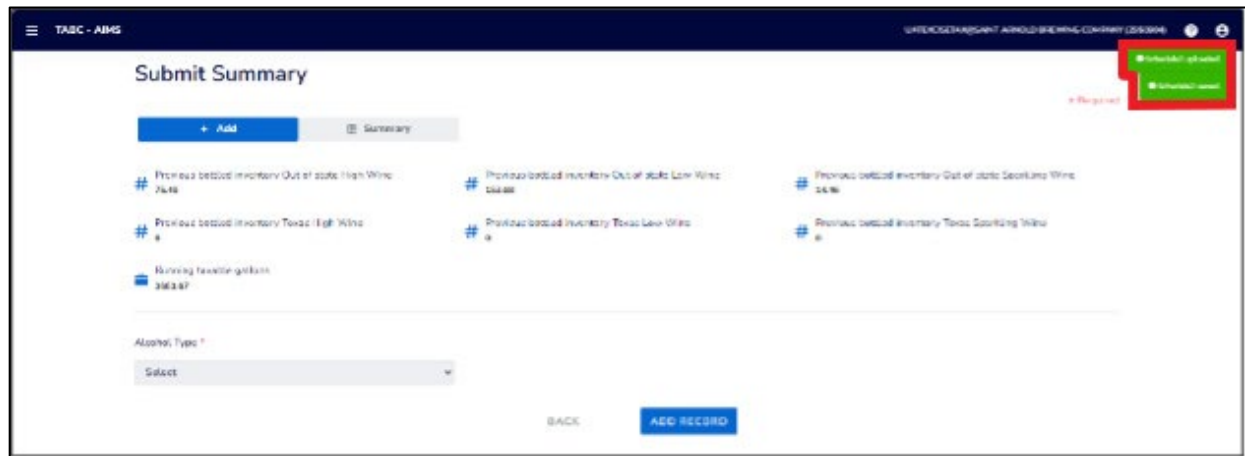
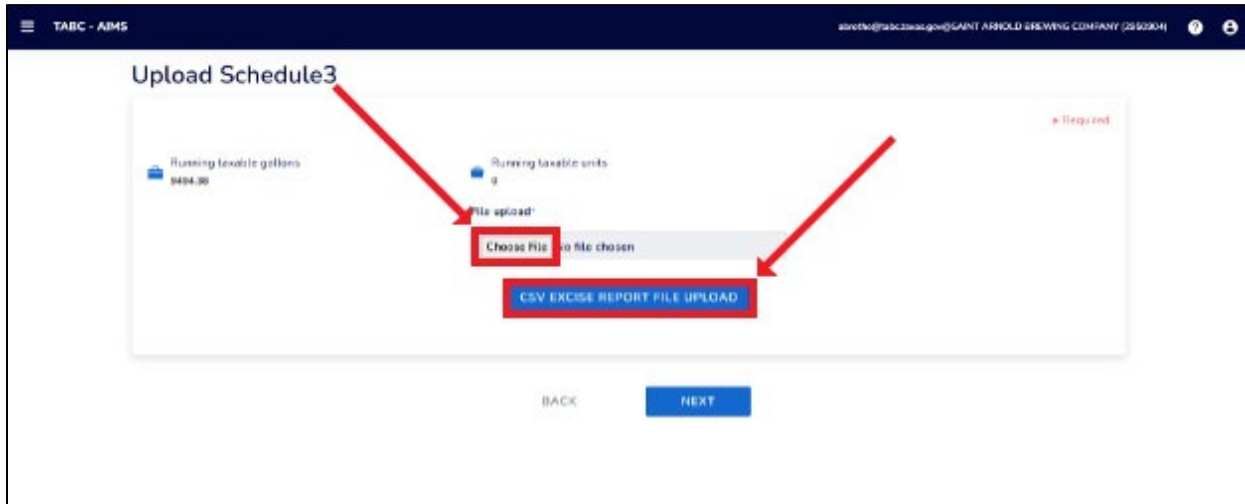




13. **Upload Schedule 3.** Click **Choose File** and find the completed file on your computer.

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

If entries are correct, you'll be directed to the **Submit Summary** page. If errors are found, correct them and re-upload.





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

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

Repeat this step for each alcohol type you sell.

**Submit Summary** \* Required

[+ Add](#) [Summary](#)

# Previous bottled inventory Out of state High Wine 0    # Previous bottled inventory Out of state Low Wine 0    # Previous bottled inventory Out of state Sparkling Wine 0

# Previous bottled inventory Texas High Wine 0    # Previous bottled inventory Texas Low Wine 0    # Previous bottled inventory Texas Sparkling Wine 0

Running taxable gallons 3068

Alcohol Type \*  Ending inventory \*

[BACK](#) [ADD RECORD](#)

### Alcohol Types and Descriptions Provided for Reference

Alcohol Type	Description
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)
OOSLW	Out-of-state low wine — 14% ABV and lower (gallons)
OOSHW	Out-of-state high wine – more than 14% ABV (gallons)
OOSSW	Out-of-state sparkling wine (gallons)

15. When complete, click **Summary**.

**Submit Summary** \* Required

[+ Add](#) [Summary](#)

# Previous bottled inventory Out of state High Wine 0    # Previous bottled inventory Out of state Low Wine 0    # Previous bottled inventory Out of state Sparkling Wine 0

# Previous bottled inventory Texas High Wine 0    # Previous bottled inventory Texas Low Wine 0    # Previous bottled inventory Texas Sparkling Wine 0

Running taxable gallons 3068

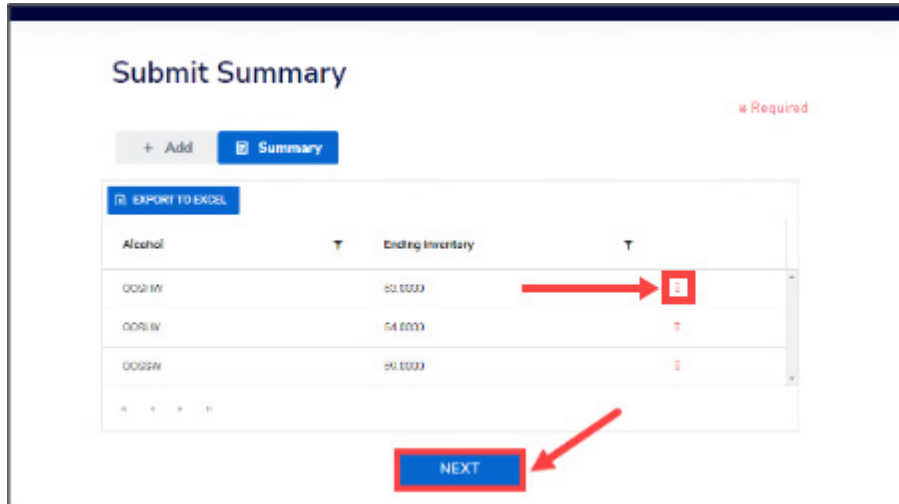
Alcohol Type \*  Ending inventory \*

[BACK](#) [ADD RECORD](#)

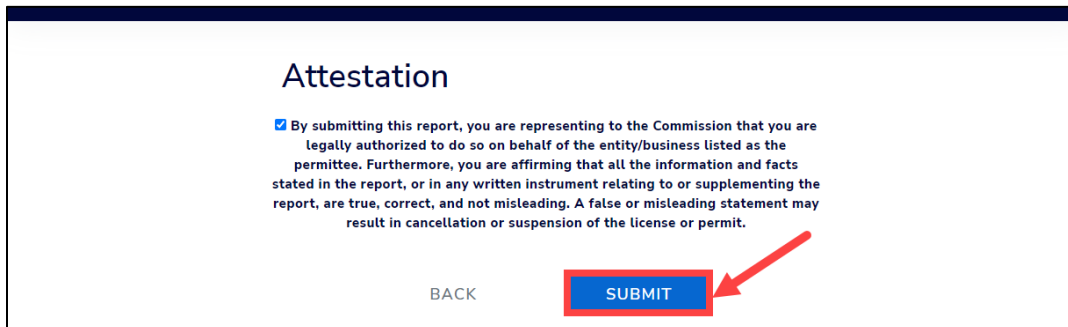


16. If entry information is incorrect, click the **trashcan icon** to delete the entry and add a new one.

Click the **Next** button.



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



18. 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, view 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.

(See image on the next page.)



Texas Low Wine(TXLW)	0.204	\$1.02
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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

After completing 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](#).