

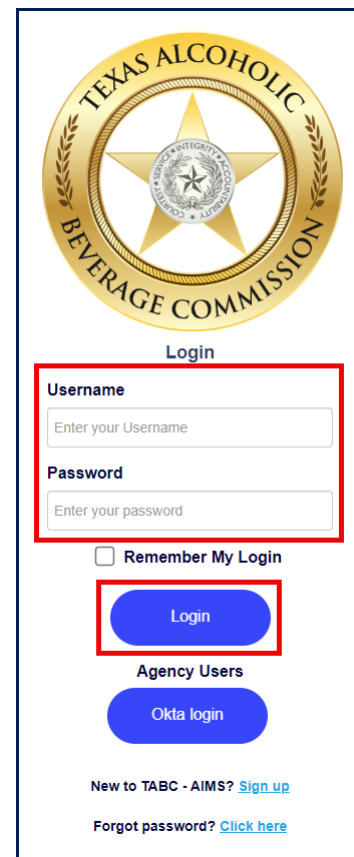
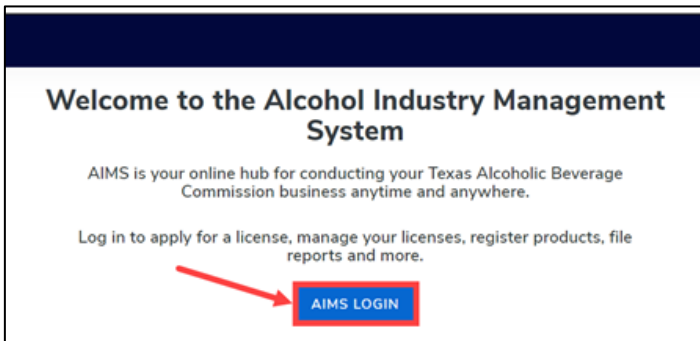
Submit an Excise Tax Report by File Upload: Bonded Warehouse Permit (J/JD)

This guide provides the steps to submit an excise tax report by a business that holds the Bonded Warehouse Permit (J/JD). Each permit holder must submit the **Warehouse Report**.

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

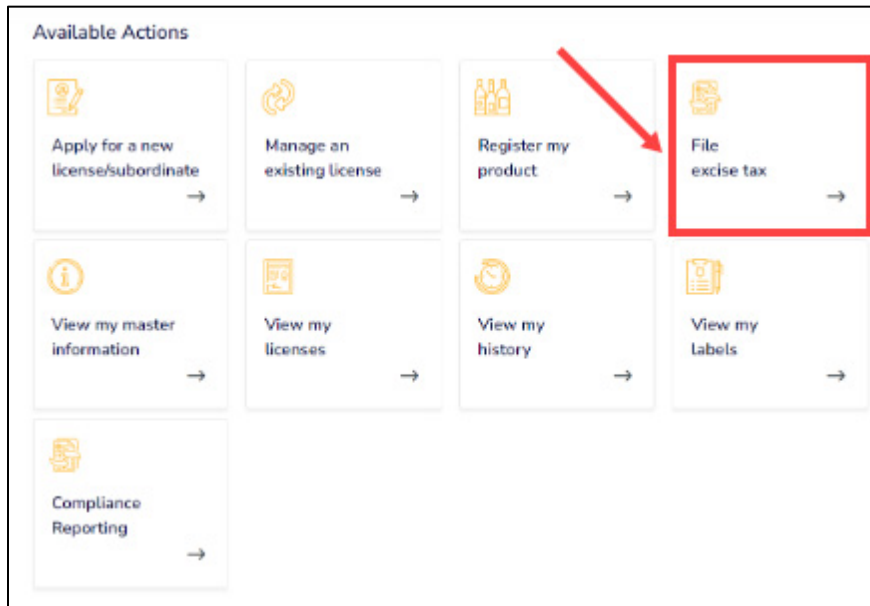
1. Log in to AIMS:

- 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.



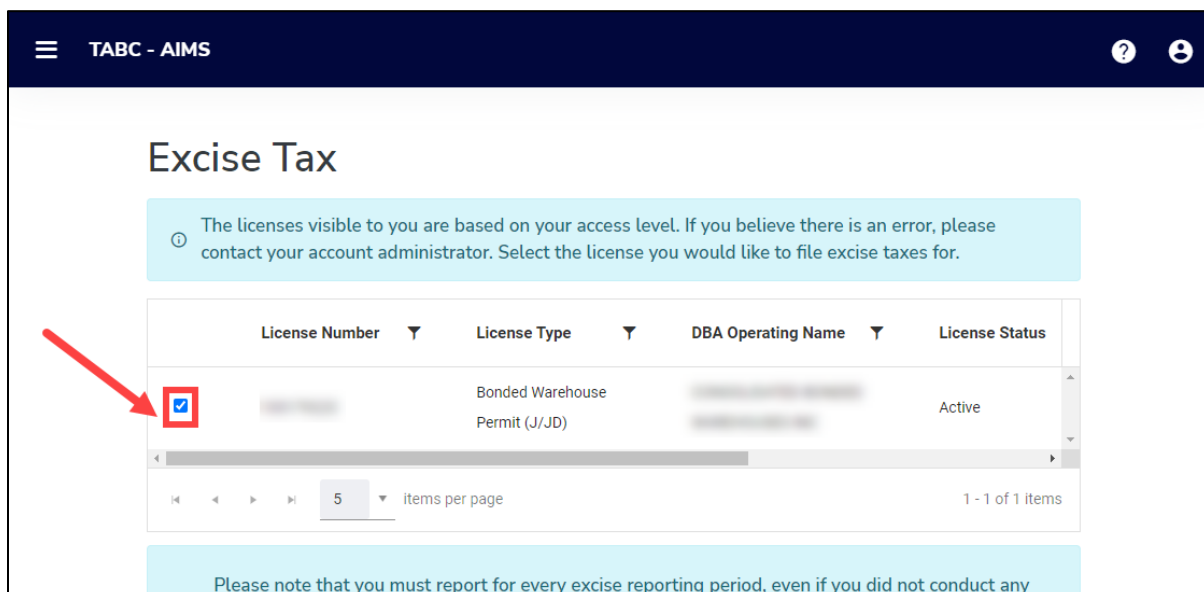
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.

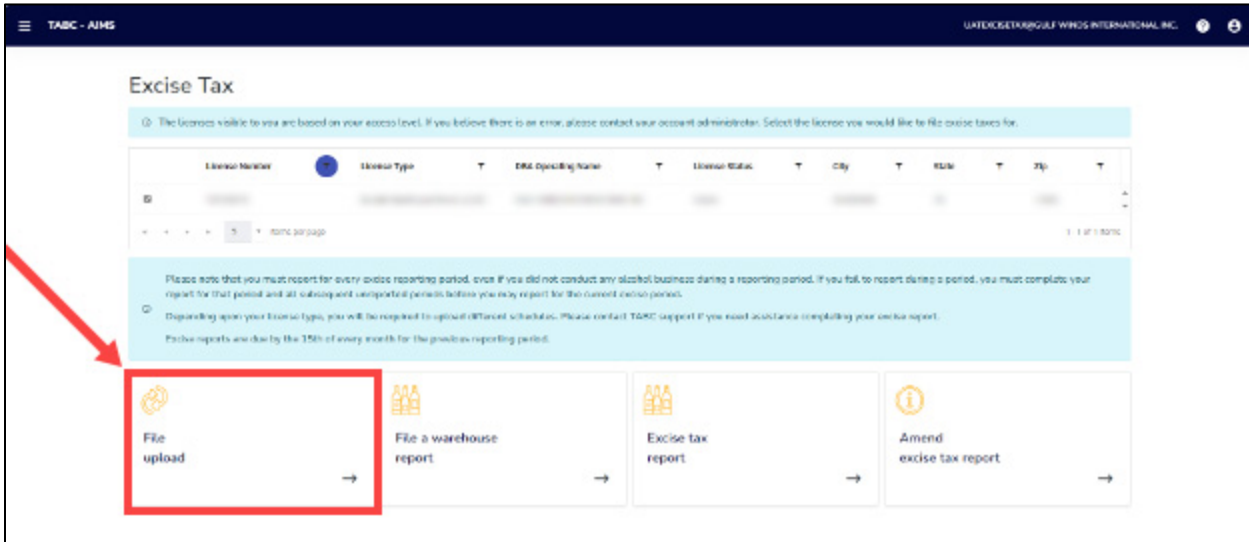


i If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

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

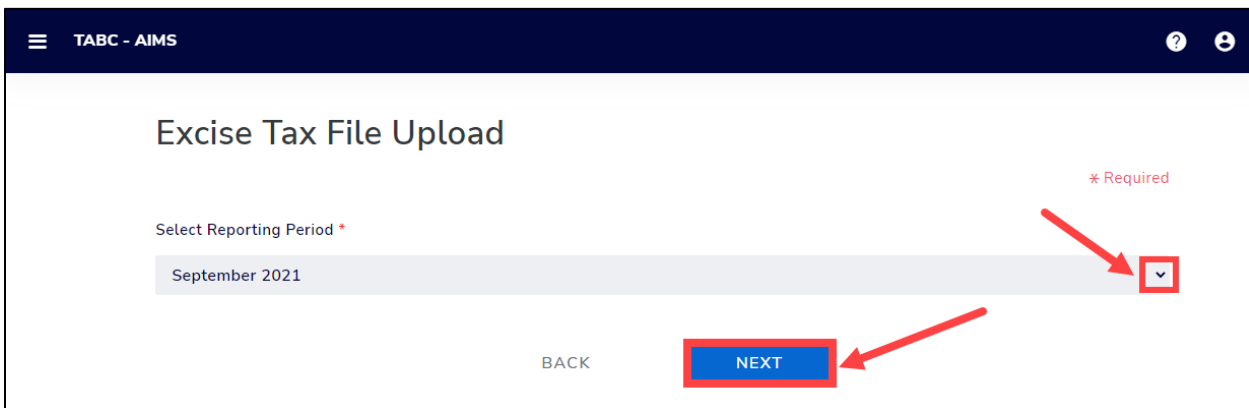


4. Scroll down and click the **File upload** tile.



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

Click the **Next** button.

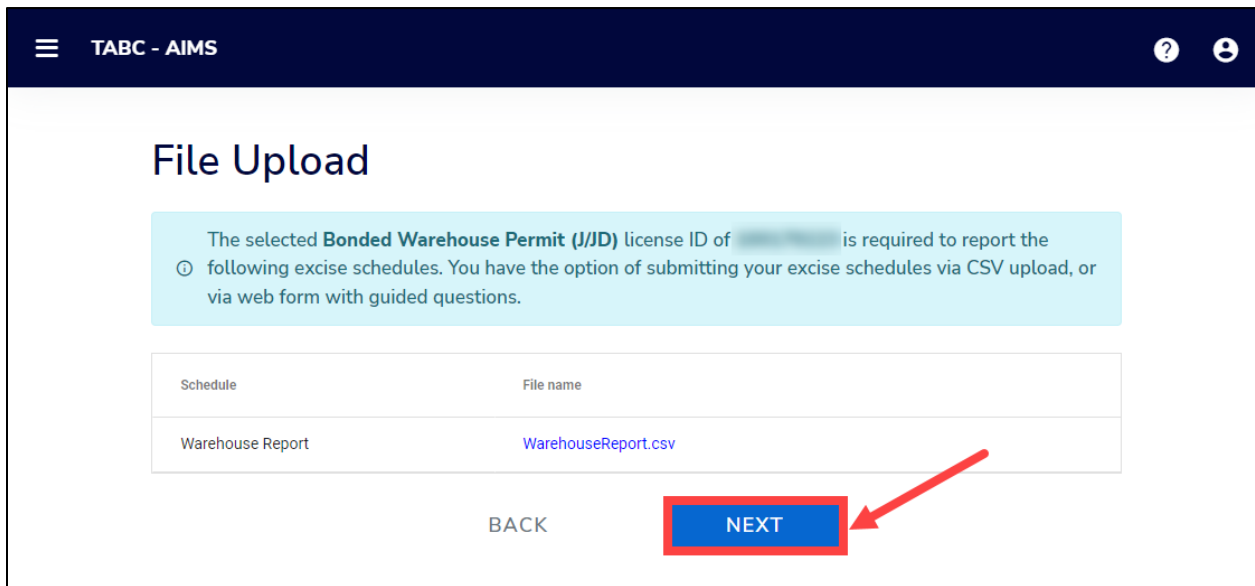


6. Download the required schedule for your permit. You will use the files on this page to enter the necessary information.

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

Important notes: You must ensure all data entered matches the format provided in these files. Opening, Receipts, Withdrawals and Closing must also add up.

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



File Upload

The selected **Bonded Warehouse Permit (J/JD)** license ID of [redacted] is required to report the following excise schedules. You have the option of submitting your excise schedules via CSV upload, or via web form with guided questions.

Schedule	File name
Warehouse Report	WarehouseReport.csv

BACK
NEXT

7. Complete the Warehouse Report. It requires the following fields:

	A	B	C	D	E	F	G
1	Permit	Transaction Type	Spirits	Low Wine	High Wine	Sparkling Wine	Malt Beverage
2							

Permit (Column A): There are three ways to find an AIMS license number:

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

Transaction Type:

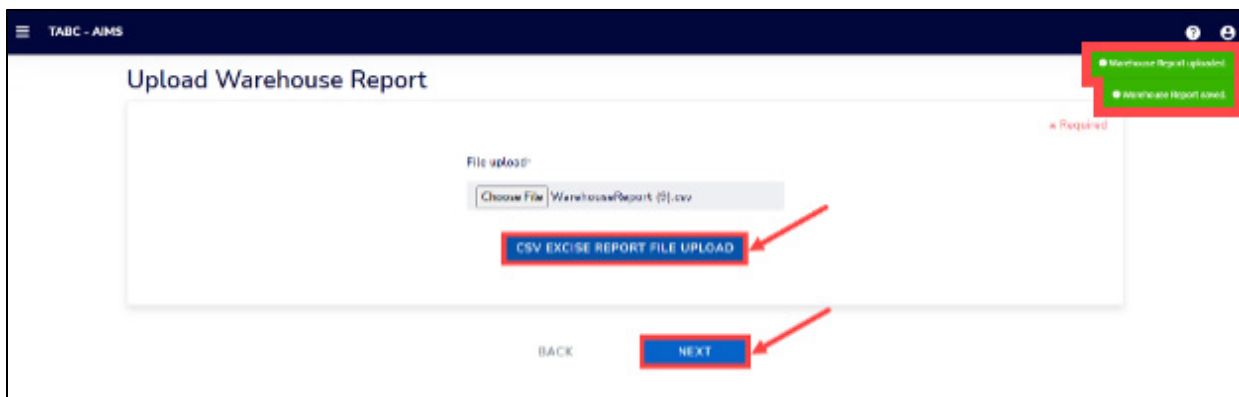
- Closing
- Opening
- Receipts
- Withdrawals

Alcohol Type	Description
SPIRITS	Distilled spirits (gallons)
LOW WINE	Wine — 14% ABV and lower (gallons)
HIGH WINE	Wine — more than 14% ABV (gallons)
SPARKLING WINE	Sparkling wine (gallons)
MALT BEVERAGE	Malt beverage (gallons)

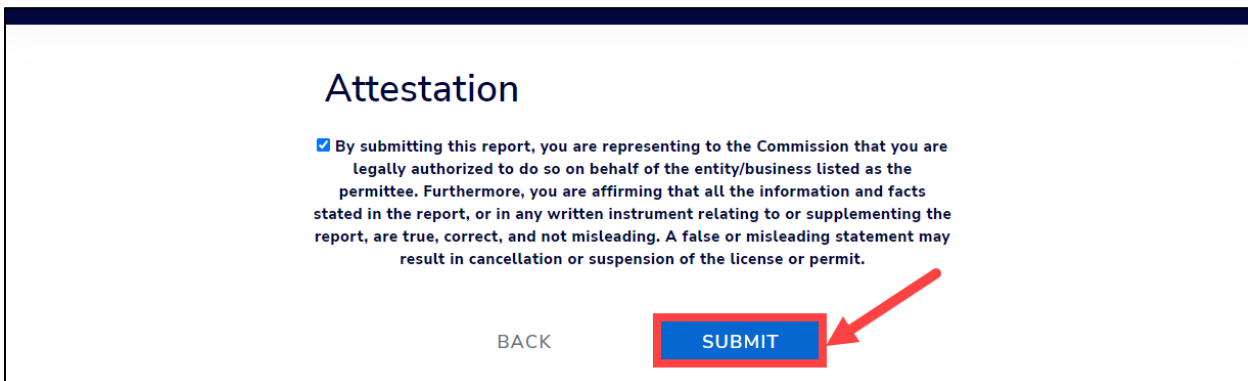
- Upload Warehouse Report.** Click **Choose File** and find the completed file on your computer.

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

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



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



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