

Submit an Excise Tax Report by File Upload: Wholesaler's Permit (W) and General Class B Wholesaler's Permit (X)

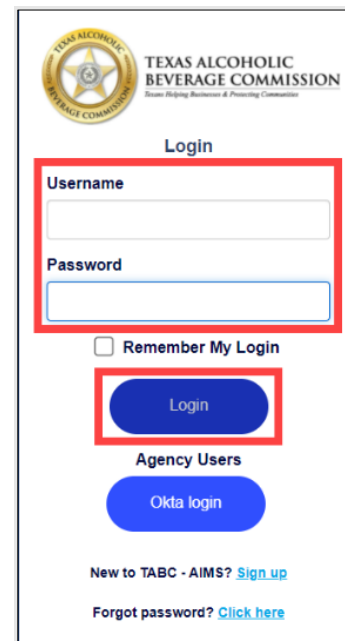
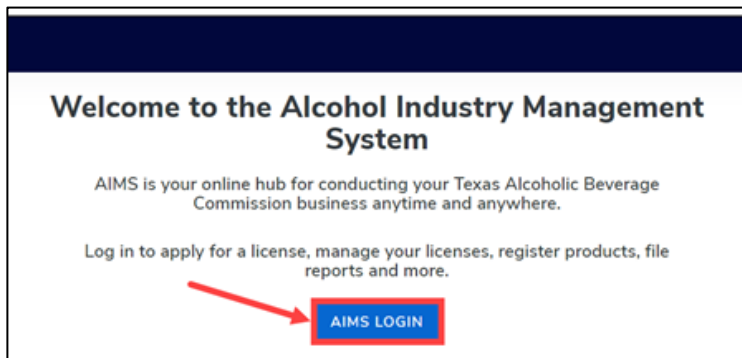
This guide provides the steps to submit an excise tax report by businesses that hold the Wholesaler's (W) and General Class B Wholesaler's (X) permits.

W and X permits should submit **Schedule 2**, which reports incoming alcohol (i.e., product received) and exemptions, such as alcohol exported out of the state or destructions.

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

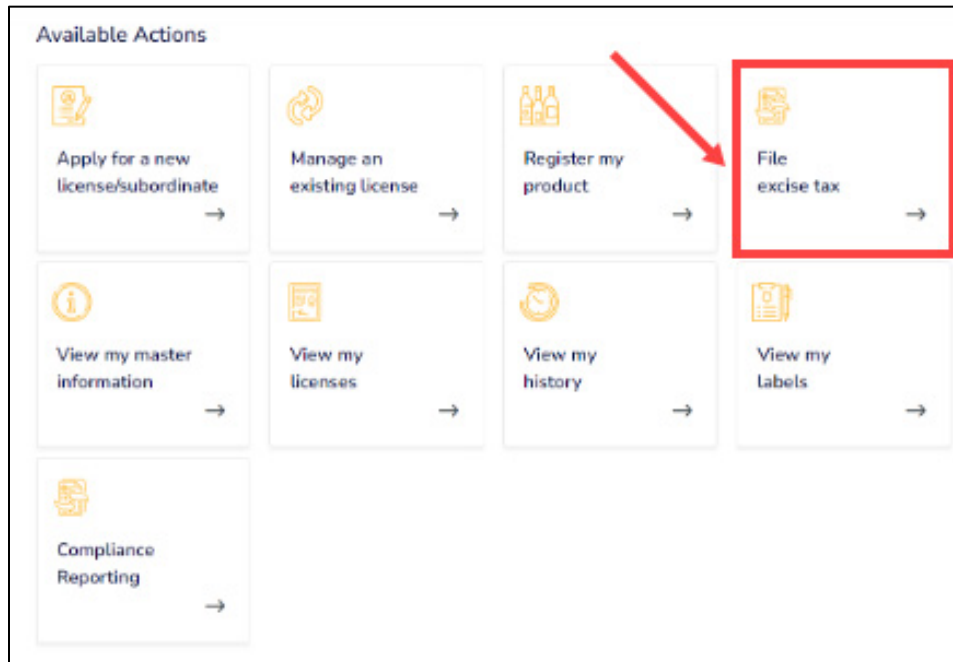
1. Log in to AIMS:

- Enter tabc.texas.gov/aims-login 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.



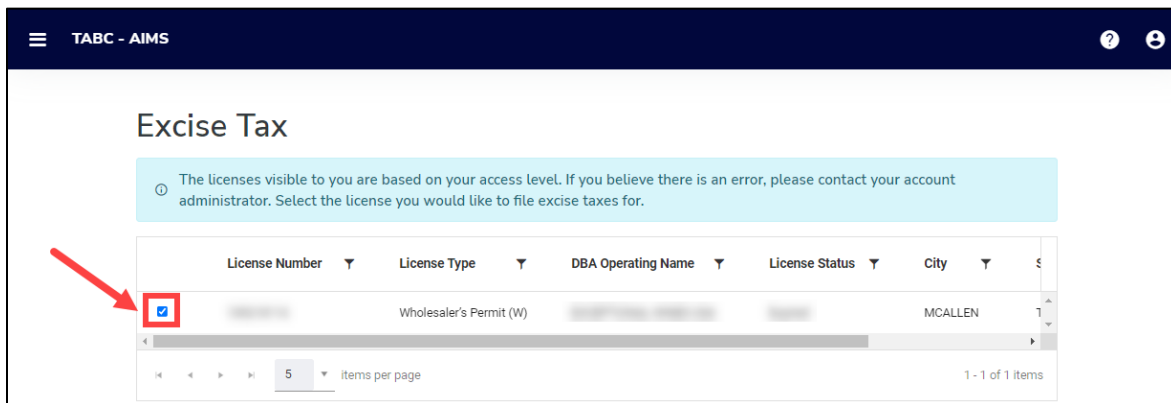
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.



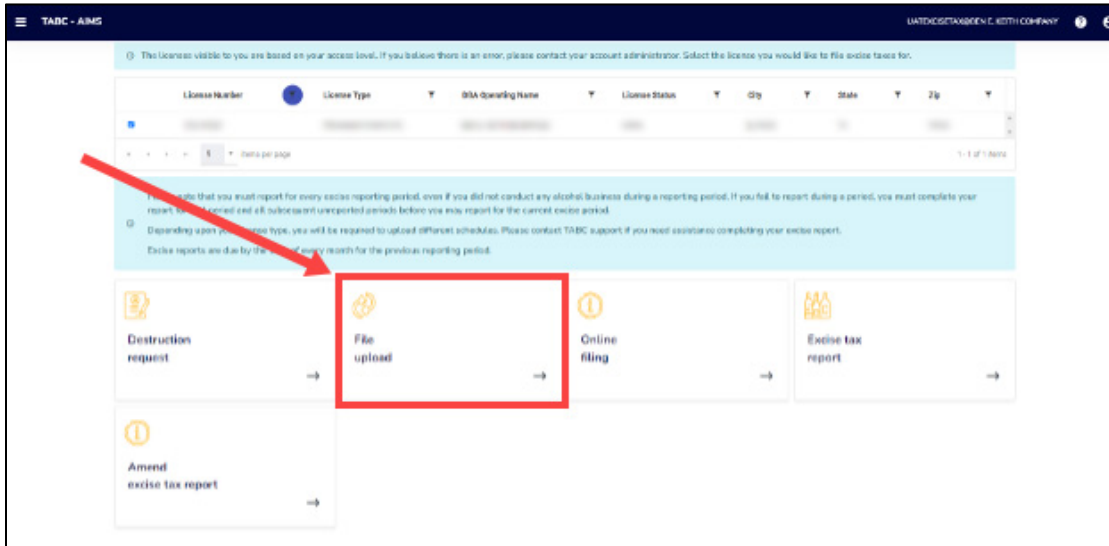
i If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

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



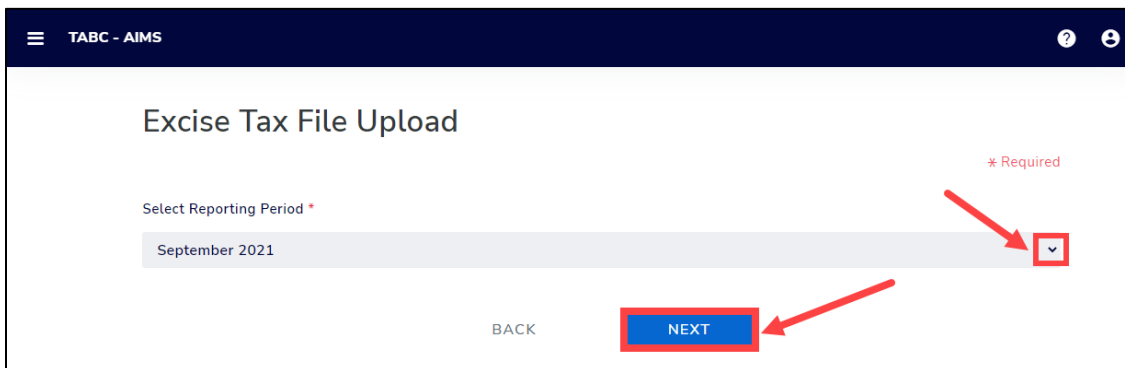


4. Scroll down and click the **File upload** tile.



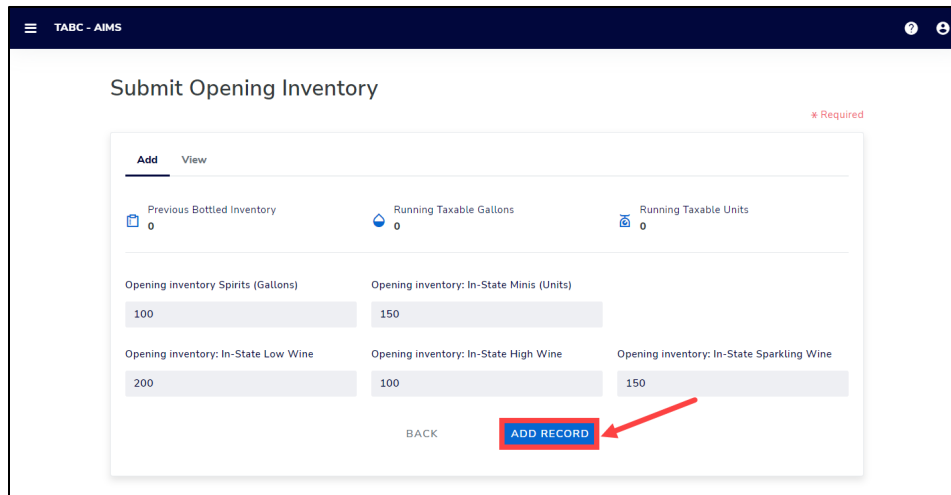
5. **Select Reporting Period** from the dropdown list. You will typically be selecting the previous month as the reporting period.

Click the **Next** button.



6. **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 **Add Record**.

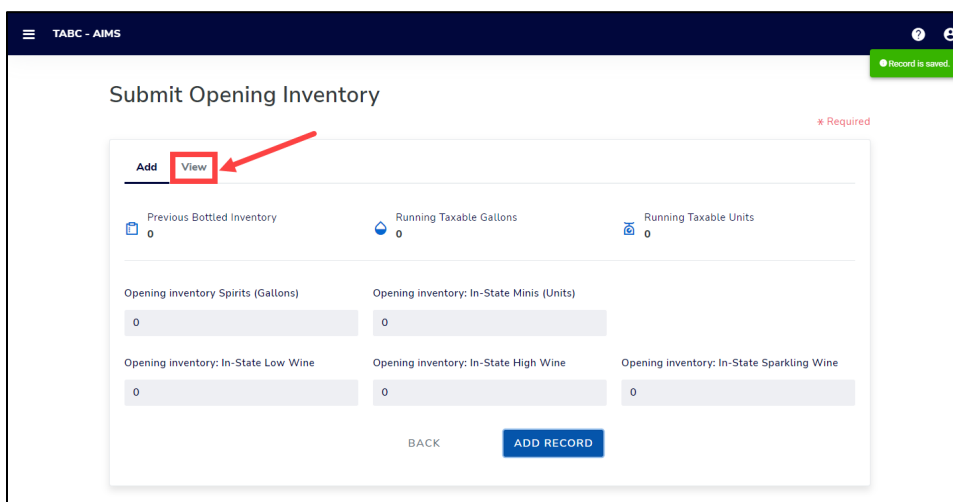
Note: You won't have to enter Opening Inventory amounts for subsequent report filings.



Alcohol Types and Descriptions Provided for Reference

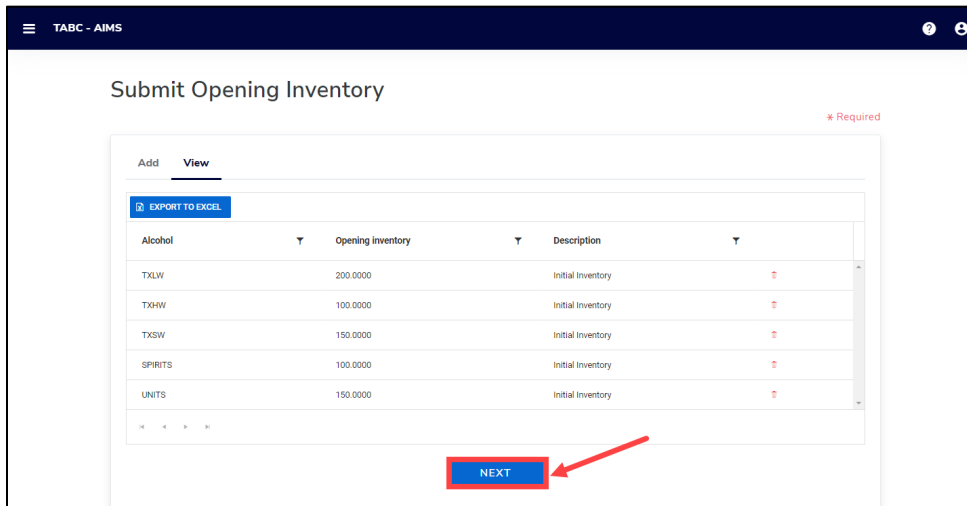
Alcohol Type	Description
SPIRITS	Distilled spirits (gallons) — W permit only
UNITS	Distilled spirits (units) — W permit only
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)

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



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.

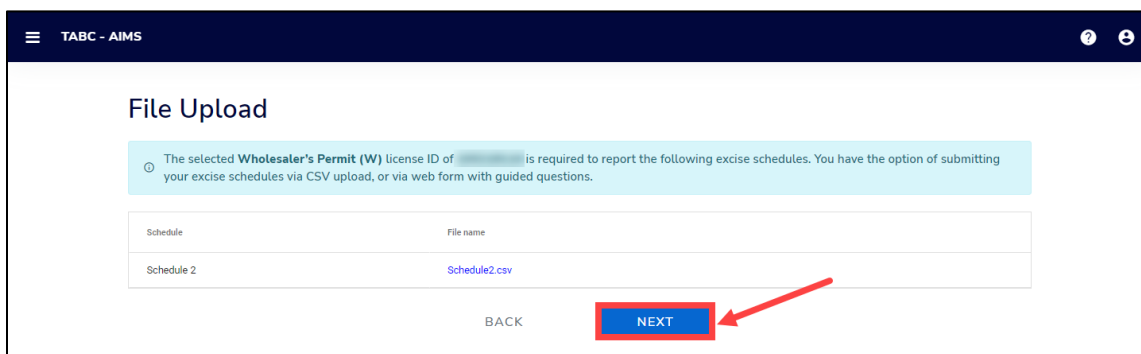


9. Download all the required schedules for your permit each reporting period. Do not use schedules you downloaded from previous reporting periods.

Click each file name to download the file onto your computer. AIMS will automatically display which schedules are required based on the license or 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 the required schedules for your permit. Fill in each cell of the schedule spreadsheet with the information in the instructions below.

How to Complete Schedule 2

The following fields are required:

	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, Wholesalers, and Wineries 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 WINERIES or WHOLESALERS, enter the AIMS permit number for the receiving permittee. Enter the numbers only and do not include any leading letters.

If you chose a Transaction Type other than INCOMING, WHOLESALERS, and WINERIES, 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): Enter 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 use purposes
WHOLESALERS	Sales to wholesalers (applies only to G, D, W and X permittees)
MILITARY	Sales to military instillations
OTHER	You must receive TABC approval for this exemption type. Email questions to the TABC Excise Tax team at excise.tax@tabc.texas.gov .
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 (Column E): Choose the correct alcohol type from the table below and enter it exactly how it appears.

Alcohol Type	Description
SPIRITS	Distilled spirits (gallons) — W permit only
UNITS	Distilled spirits (units) — W permit only
TXLW	Texas low wine — 14% ABV and lower (gallons)
TXHW	Texas high wine — more than 14% ABV (gallons)
TXSW	Texas sparkling wine (gallons)

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

Correct	Incorrect
101.3333	101.000056

IsCreditMemo: Leave this field blank.

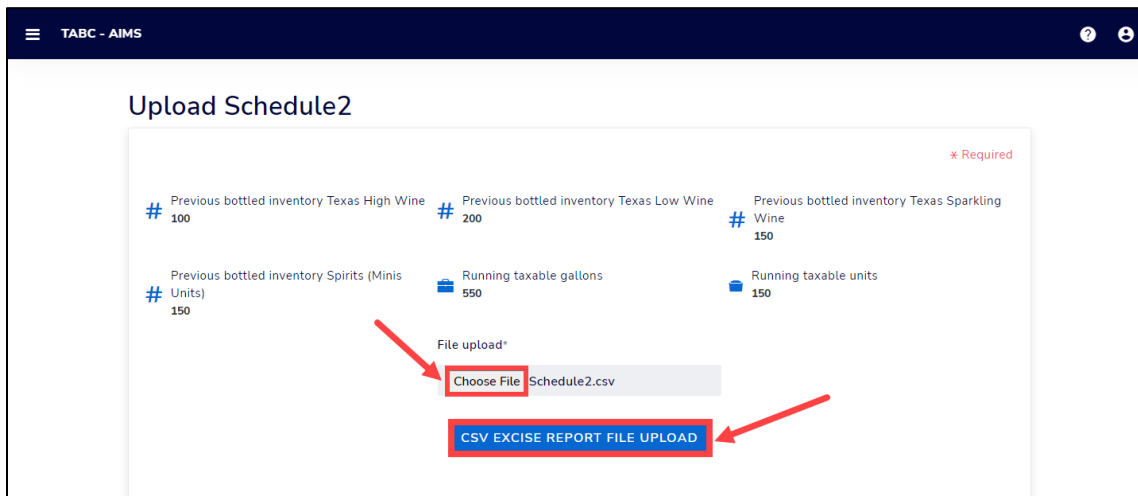
Example: If a wholesaler received 1,000.5 gallons of Texas high wine from Texas winery with permit number 111111111 on Sept. 2, 2021, documented in invoice #123456, that would be entered as follows:

	A	B	C	D	E	F
1	Permit	TransactionType	Invoice Date	Invoice Date	AlcoholType	GallonsQuantity
2	1111111	WINERIES	9/2/2021	123456	TXHW	1000.5

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

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

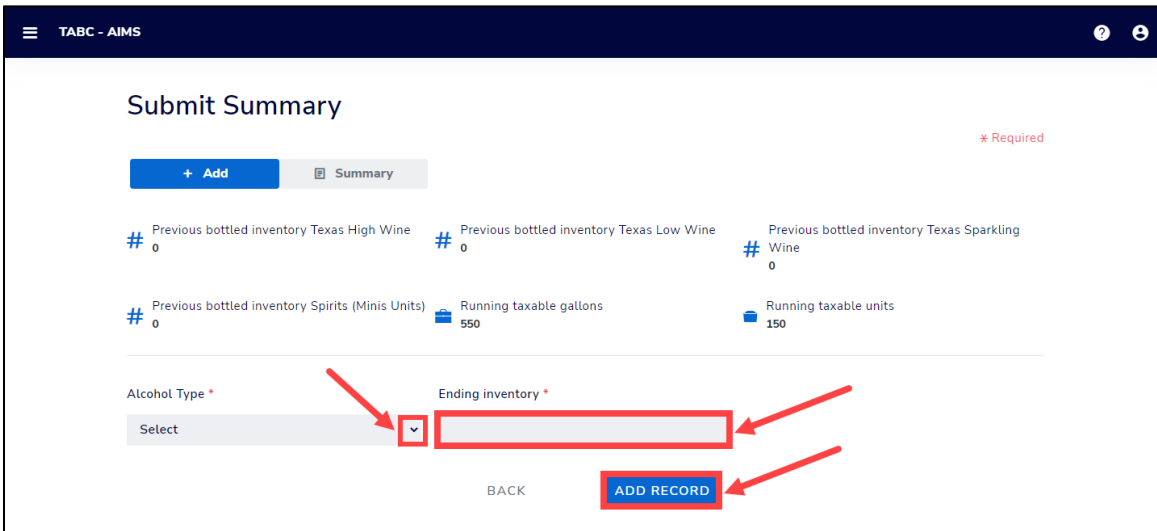
Important note: AIMS will review each of your files for errors. Errors will populate at the bottom of the page. You'll have to correct the identified errors and re-upload the schedule before you can go to the next screen.



12. **Submit Summary.** Select the **Alcohol Type** from the dropdown list.

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

Repeat this step for each alcohol type you sell.

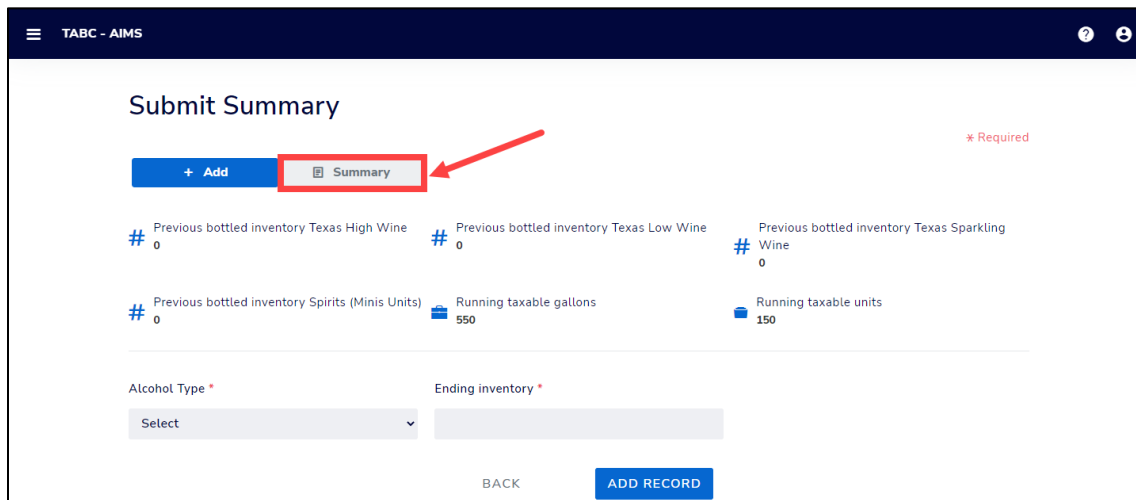


The screenshot shows the 'Submit Summary' page in the AIMS system. At the top, there are buttons for '+ Add' and 'Summary'. Below these are several summary statistics: Previous bottled inventory Texas High Wine (0), Previous bottled inventory Texas Low Wine (0), Previous bottled inventory Texas Sparkling Wine (0), Previous bottled inventory Spirits (Minis Units) (0), Running taxable gallons (550), and Running taxable units (150). The main form area contains two required fields: 'Alcohol Type' (a dropdown menu with 'Select' as the current value) and 'Ending inventory' (a text input field). Both fields are highlighted with red boxes and arrows. Below the form are 'BACK' and 'ADD RECORD' buttons. The 'ADD RECORD' button is also highlighted with a red box and arrow.

Alcohol Types and Descriptions Provided for Reference

Alcohol Type	Description
SPIRITS	Distilled spirits (gallons) — W permit only
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13. When complete, click **Summary.**



This screenshot shows the same 'Submit Summary' page as the previous one, but with the 'Summary' button highlighted by a red box and arrow. The 'Alcohol Type' dropdown and 'Ending inventory' field are no longer highlighted. The 'ADD RECORD' button remains highlighted with a red box and arrow.



14. Check that the information is correct.

Click the **Next** button.

Submit Summary

* Required

+ Add Summary

EXPORT TO EXCEL

Alcohol	Ending inventory
TXHW	300,000
TXLW	250,000
TXSW	250,000

NEXT

15. 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

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

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

Choose Payment Type from the dropdown list.

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

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

(See image on next page.)



Texas Low Wine(TXLW)	0.204	\$1.02
----------------------	-------	--------

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](#).