

## Submit an Excise Tax Reports by Online Filing: Brewer's (BW) and Brewpub (BP) Licenses

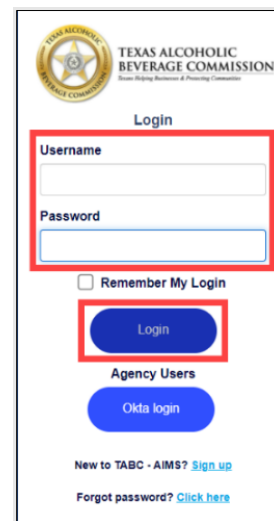
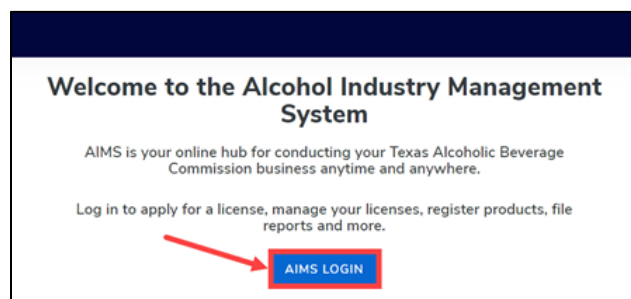
This guide provides the steps to submit an excise tax report by businesses that hold the Brewer's License (BW) and Brewpub License (BP). Each license holder must submit the following schedules:

- **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 4** lists each brand, package size and package count sold to retailers in the state during the reporting month. For BWs and BPs, this should match your RETAIL sale amount under Schedule 1.

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

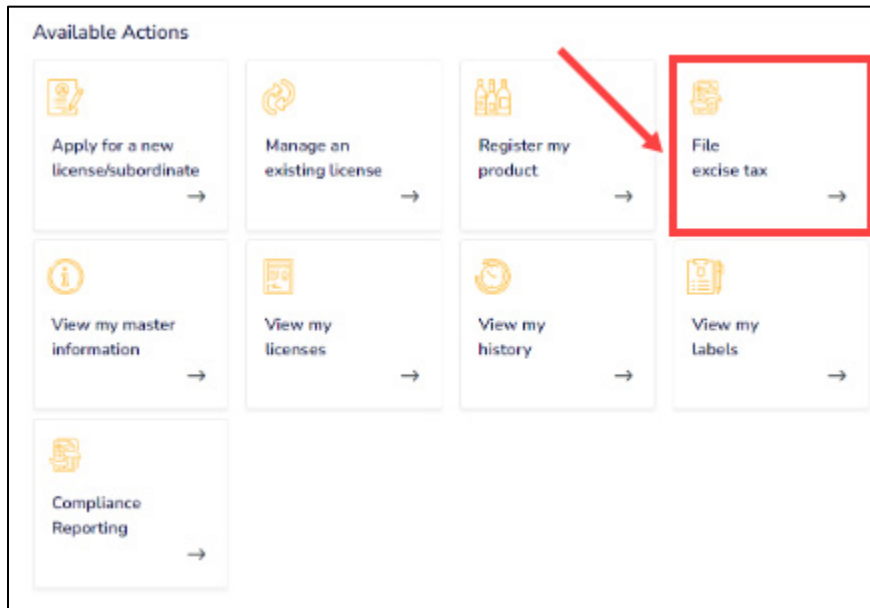
### 1. Log in to AIMS:

- 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.



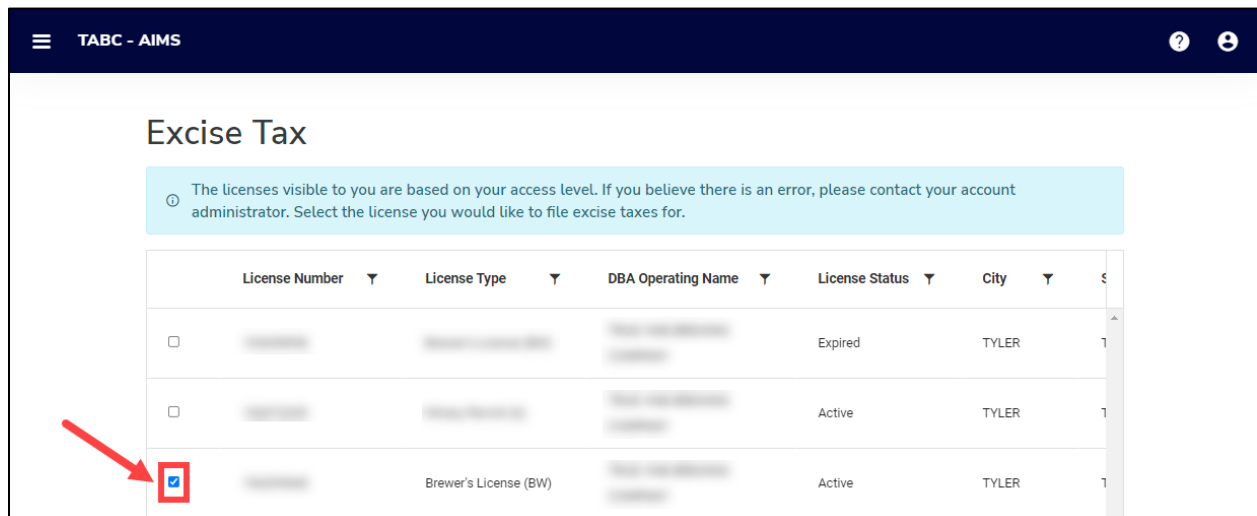
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

Click the **File excise tax** tile.

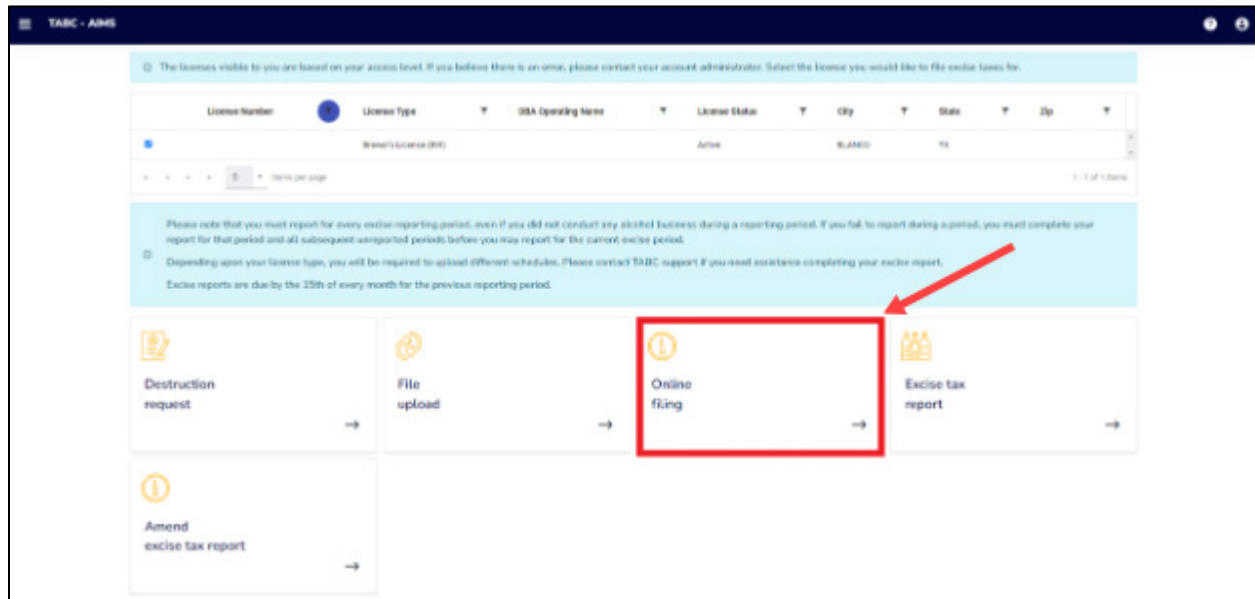


**i** If **no business** was conducted during the reporting period, see Step 3 in the [Zero Report User Guide](#).

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

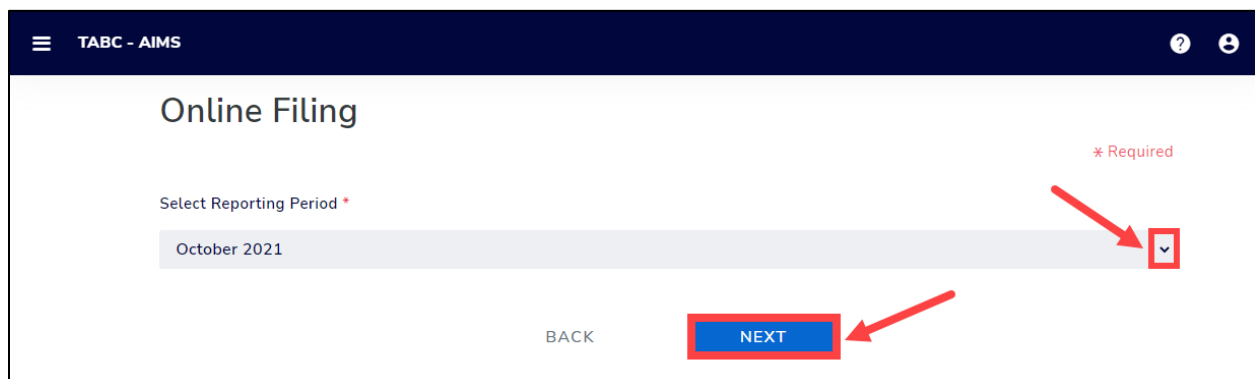


4. Scroll down and click the **Online filing** tile.



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've 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 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.

When complete, click **Add Record**.



### Alcohol Types and Descriptions Provided for Reference

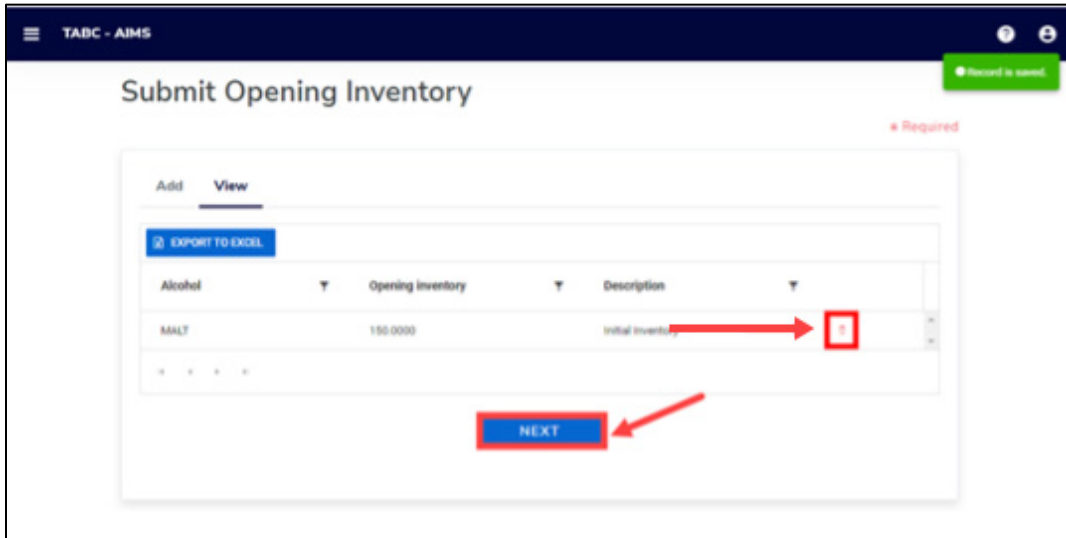
Alcohol Type	Description
MALT	Malt beverage (gallons)

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

Click **View**.

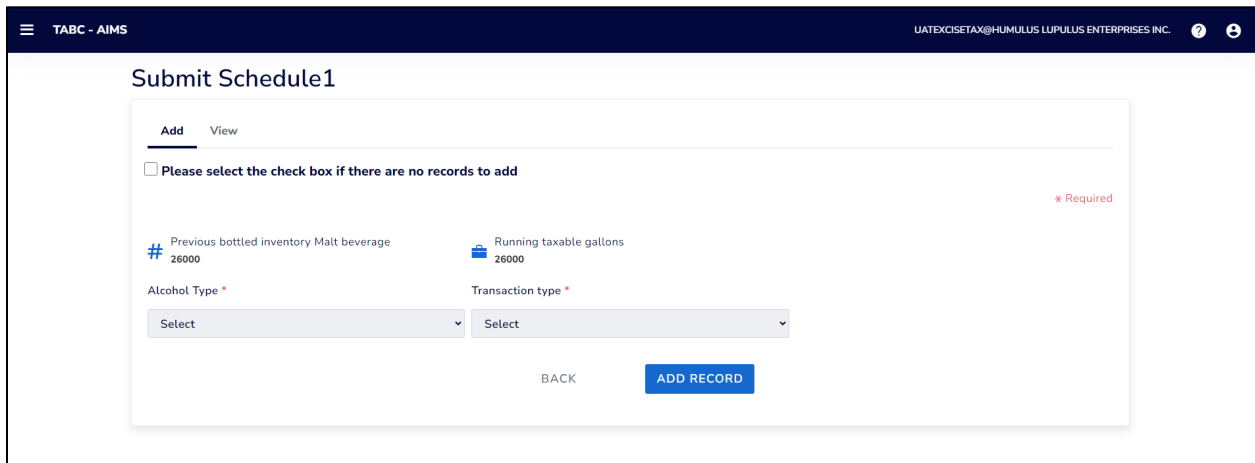
- If you find incorrect information in the entry, click the **trashcan icon** to delete entry and add a new one. You can't edit entries.

Click the **Next** button.



AIMS will automatically display which schedules are required based on the license type.

## 9. Submit Schedule 1.



Select **Alcohol Type**: the alcohol type manufactured and/or sold to retailers or consumers for on-premises or off-premises consumption.

Choose from the options listed under Alcohol Type. Descriptions are provided below for reference.

Alcohol Type	Description
MALT	Malt beverage (gallons)

Select **Transaction Type** from the dropdown list: Select either “Manufacture” or “Direct Sales.”

- **Manufacture**: Select this option if the alcoholic beverage inventory is manufactured, e.g., a brewpub reporting gallons of malt beverages bottled, canned or kegged.
- **Direct Sales**: Select if sales to retailers, off-premises sales, and on-premises sales were conducted during the reporting period.

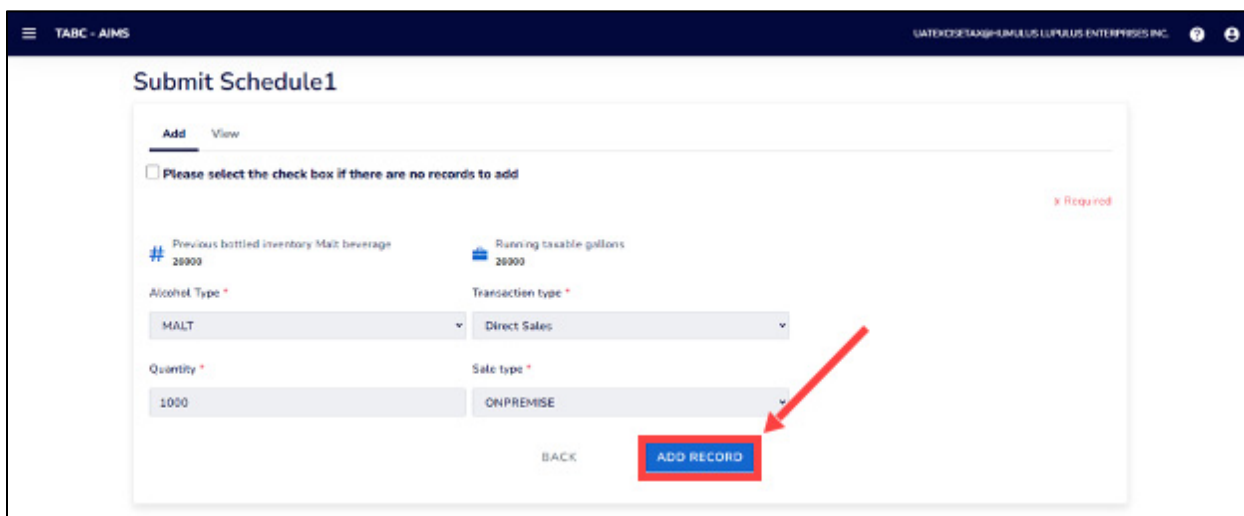
Enter **Quantity**: Gallon amounts cannot exceed four decimal places to the right. You must use decimals when entering units.

Correct	Incorrect
101.3333	101.000056

Select **Sale Type** from the dropdown list.

- **RETAIL** — sold to retailer
- **OFFPREMISE** — sold for off-premises consumption
- **ONPREMISE** — sold for on-premises consumption.

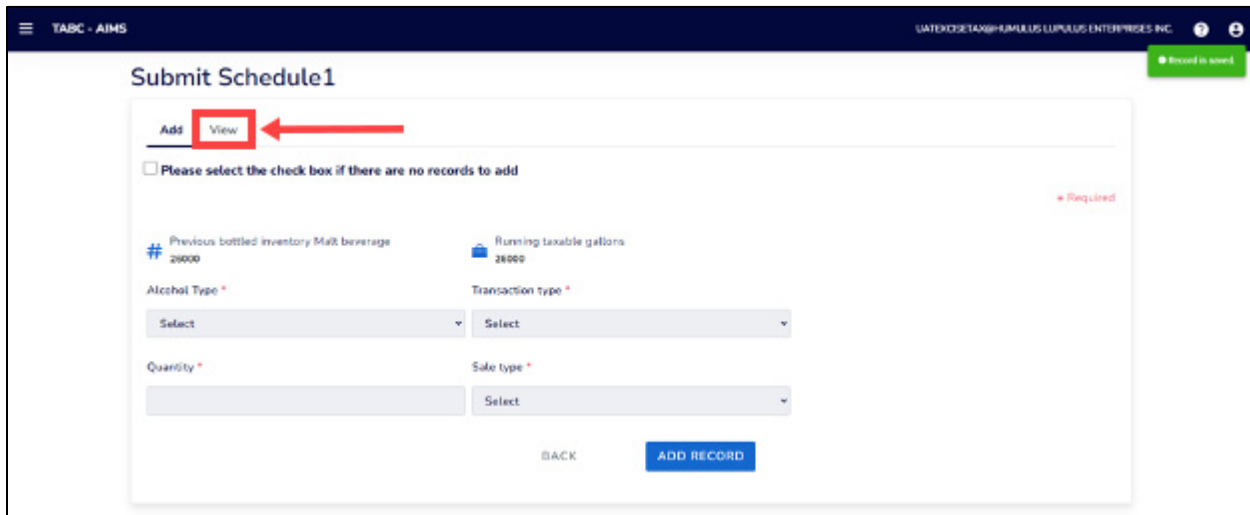
Click the **Add Record** button when done.



The screenshot shows a web interface for submitting a schedule. The title is "Submit Schedule 1". There are two tabs: "Add" (selected) and "View". A message says "Please select the check box if there are no records to add". There are two input fields: "Previous bottled inventory Malt beverage" with value 20000 and "Running taxable gallons" with value 20000. Below these are four dropdown menus: "Alcohol Type" (MALT), "Transaction type" (Direct Sales), "Quantity" (1000), and "Sale type" (ONPREMISE). At the bottom, there is a "BACK" button and an "ADD RECORD" button, which is highlighted with a red box and pointed to by a red arrow.

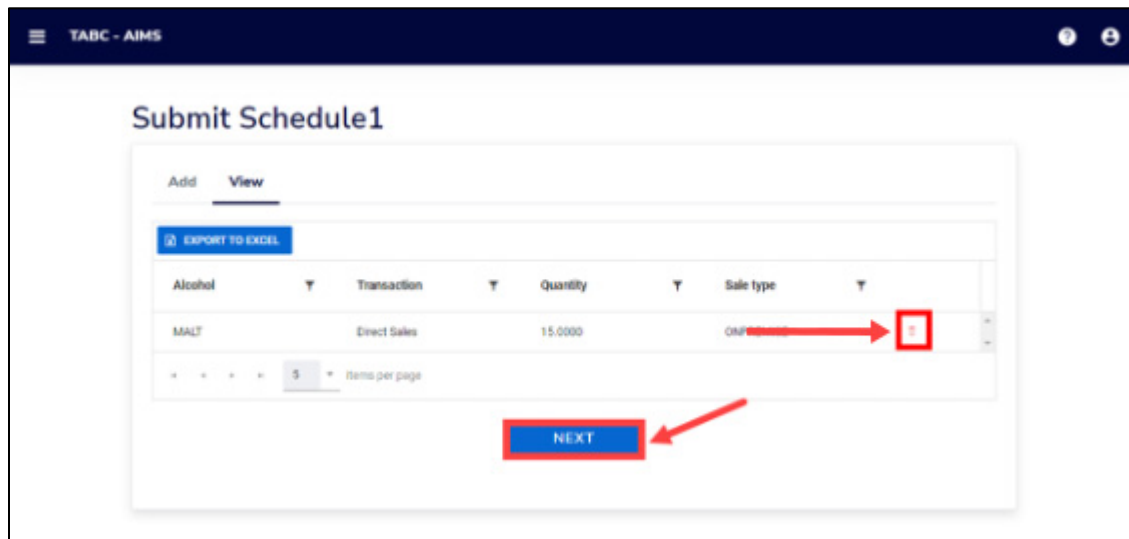
10. A green box in the upper-right corner will confirm the record is saved.

Click **View**.



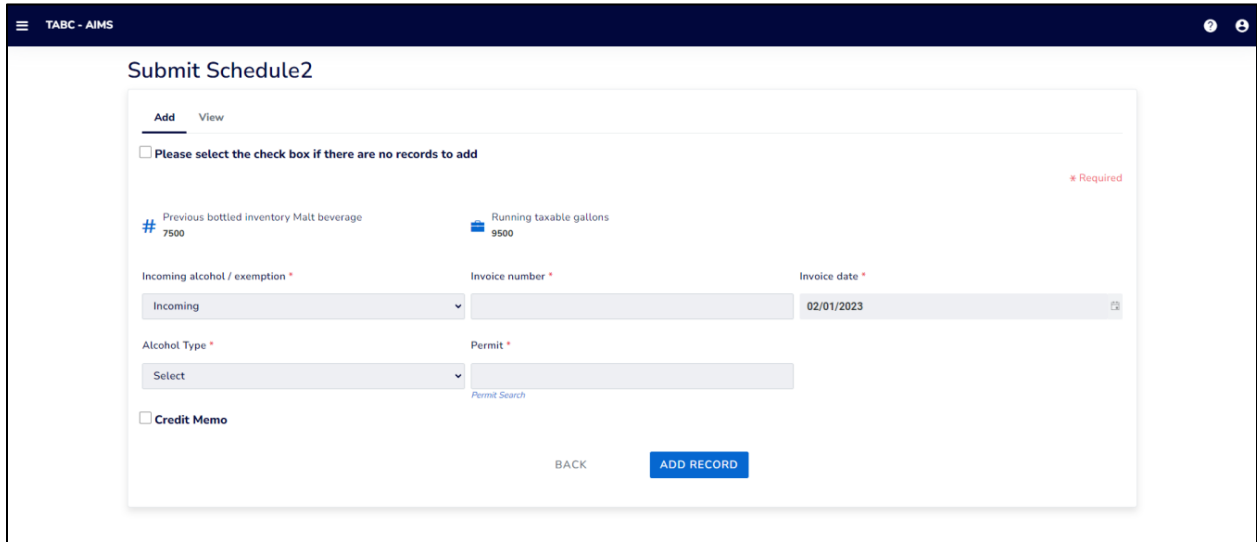
If you find incorrect entry information, click the **trashcan icon** to delete the entry and add a new one.

Click the **Next** button.



Alcohol	Transaction	Quantity	Sale type
MALT	Direct Sales	15,000	ONP

## 11. Submit Schedule 2.



Select **Incoming Alcohol/Exemption** from the dropdown list: Report received alcohol (INCOMING) or record exemptions, if applicable. Select the option that applies.

Transaction Type	Description
INCOMING	Returned from the Texas market
CARRIER	Carrier claim
DESTRUCTIONS	Approved TABC destruction amount
EXPORTS	Out-of-state exports
LAB	Inventory used for lab use purposes
DISTRIBUTORS	Sale to distributors — BW, BP, BB and BC permittees only
MILITARY	Sales to military instillations
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> .

Enter **Invoice Number**.

Select **Invoice Date**

Select **Alcohol Type** from the dropdown list. Choose the correct alcohol type from the Alcohol Type options. MALT is the only option for BW and BP licenses. It indicates malt beverages (gallons).

Enter **Quantity**: Gallon amounts can't exceed four decimal places to the right. You must use decimals when entering units.

Correct	Incorrect
101.3333	101.000056

Enter **Permit**. The permit field is only required for Incoming or Distributors transaction types.



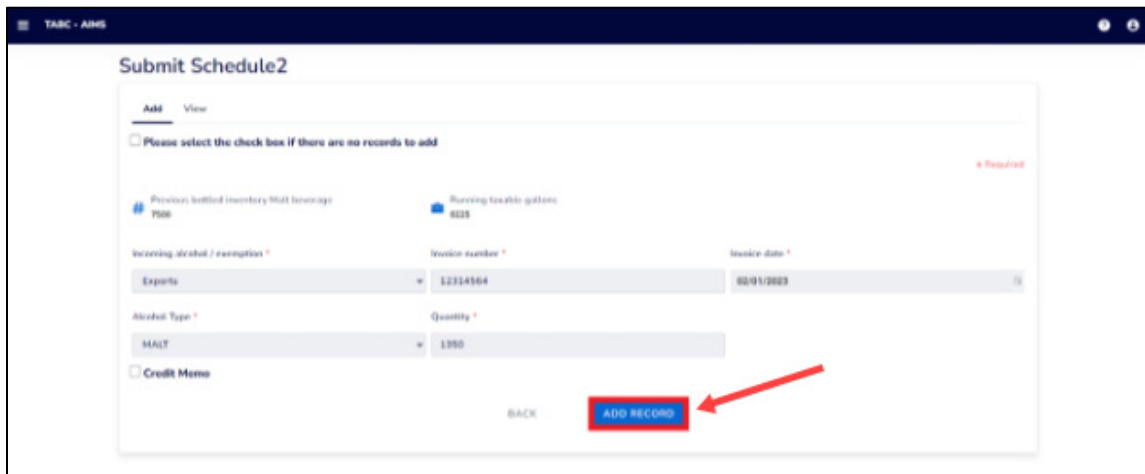
The descriptions of each transaction type are:

- For INCOMING, enter the AIMS license number for the receiving permittee. Enter only the numbers and don't include any leading letters.
- For DISTRIBUTORS, enter the AIMS license number of the supplying permittee. Enter only the numbers and don't include any leading letters.

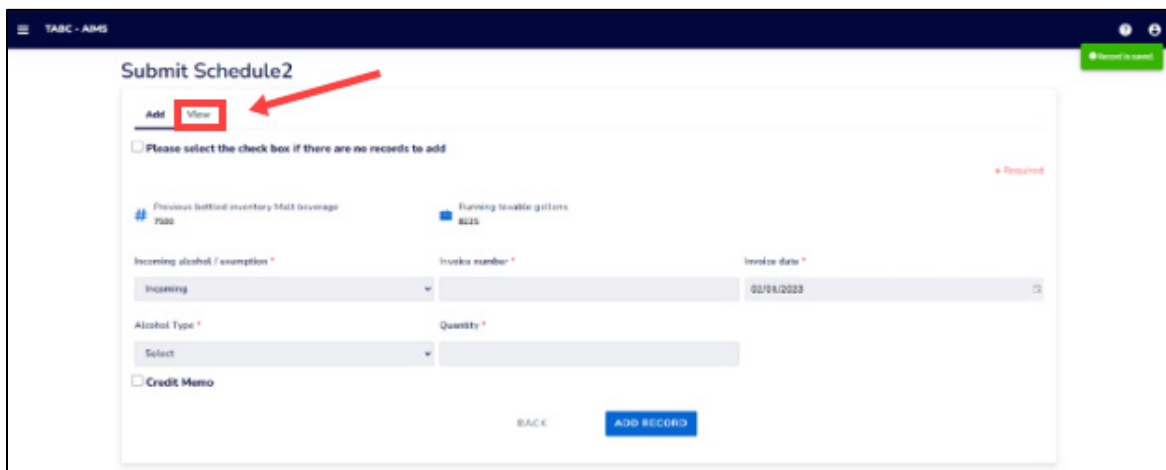
There are three ways to find the AIMS license number:

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

Click the **Add Record** button when complete. Complete the form for each alcohol type you sell.

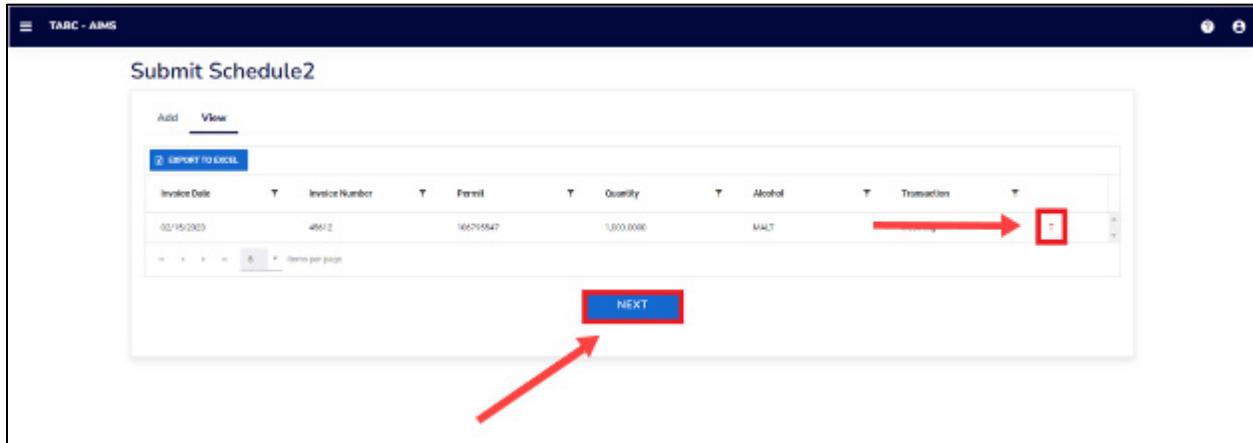


Once all entries have been entered, click **View**.

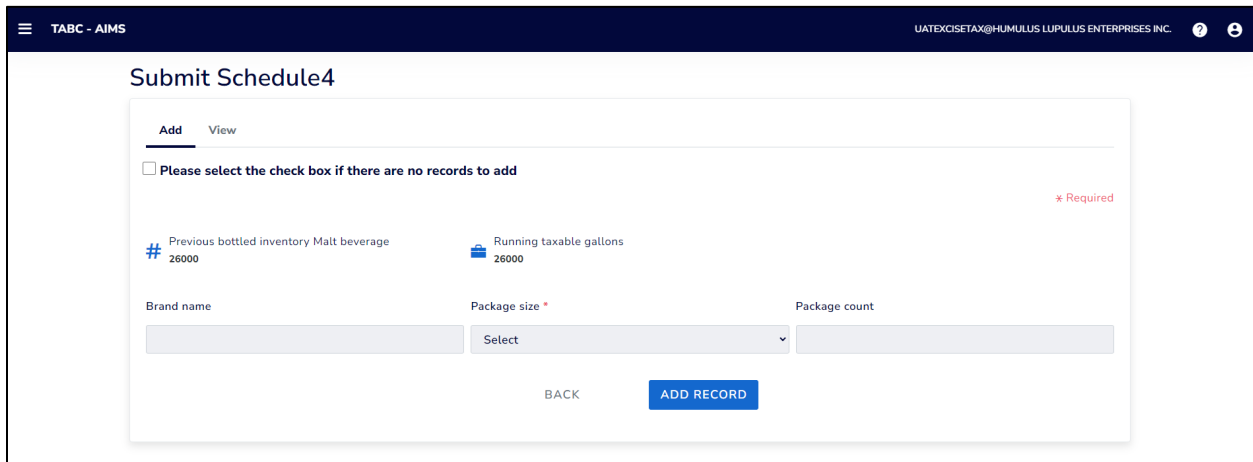


If you find incorrect information in an entry, click the **trashcan icon** to delete entry and add a new one. You can't edit entries.

Click the **Next** button.



## 12. Submit Schedule 4



Enter **Brand Name** from [TABC Product Registration Certificate](#).

Select **Package Size**: See the [chart on the TABC Alcohol Excise Taxes page](#). Choose the appropriate package size from the Package Size column. The chart also provides Quantity and Size for clarity, but the values in those columns don't need to be entered into the schedule.

Enter **Package Count**: Number of packages, represented as a whole number. Click the **Add Record** button when complete. Complete the form for each brand.



TABC - AIMS

## Submit Schedule4

**Add** View

Please select the check box if there are no records to add \* Required

Brand name	Package size *	Package count
Niko's Nose	24/12oz	35

BACK **ADD RECORD**

Once all brands have been entered, click **View**.

TABC - AIMS

Record is saved.

## Submit Schedule4

**Add** **View**

\* Required

Previous bottled inventory Malt beverage # 150	Running taxable gallons 175
---	--------------------------------

Brand name	Package size *	Package count
	Select	

BACK **ADD RECORD**



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

Click the **Next** button.

Submit Schedule4

Record is saved.

EXPORT TO EXCEL

Brand Name	Package Size	Gallon Quantity	Package Count
Bosco Brew	24/16oz	54.00000	18

5 items per page

NEXT

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

Enter **Ending Inventory**.

Click **Add Record**.

Submit Summary

\* Required

+ Add Summary

Previous bottled inventory Malt beverage 150

Running taxable gallons 175

Alcohol Type \* MALT

Ending inventory \* 200

BACK ADD RECORD

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

TABC - AIMS

Record is saved.

## Submit Summary

\* Required

+ Add Summary

Previous bottled inventory Malt # beverage 150

Running taxable gallons 175

Alcohol Type \* Ending inventory \*

Select

BACK ADD RECORD

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

Click the **Next** button.

TABC - AIMS


Record is saved.

## Submit Summary

\* 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. Review the charges and 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
<b>Total Costs*:</b>	<b>\$148.67</b>

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 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](#).