

File an Excise Tax Report by Online Filing: Distiller's and Rectifier's Permit (D)

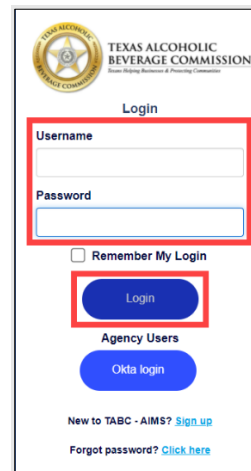
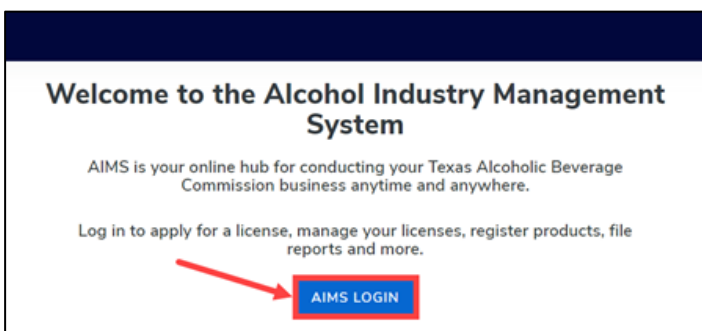
This guide provides the steps to submit an excise tax report by a business that holds the Distiller's and Rectifier's Permit (D). Each permit holder must submit the following schedules:

- **Schedule 1** reports manufacturing and sales. Under this schedule, include the total amount of alcohol manufactured for the month, in gallons and/or units. Businesses that are eligible **to sell on- or off-premises** will also include the gallon amount sold for each category for the reporting month under this schedule.
- **Schedule 2** reports incoming alcohol (product received) and exemptions, such as alcohol exported out of the state or used in a lab for testing.
- **Schedule 3** reports bulk wine and distilled spirits received.

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

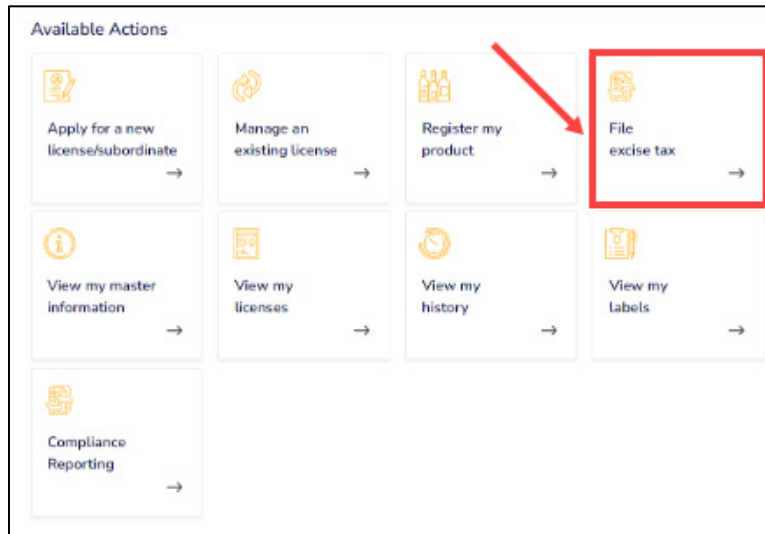
1. Log in to AIMS:

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



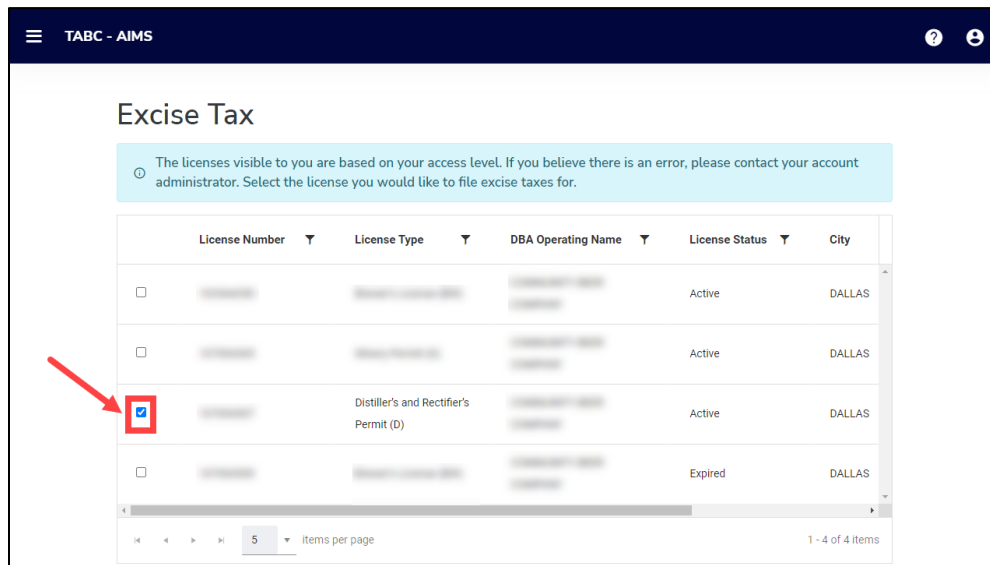
- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

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. Click the **Online filing** tile.

The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.


| License Number | License Type | DBA Operating Name | License Status | City | State | Zip |
|-------------------------------------|--|--------------------|----------------|--------|-------|-------|
| <input type="checkbox"/> | | | Active | BLANCO | TX | 78606 |
| <input checked="" type="checkbox"/> | Distiller's and Rectifier's Permit (D) | | Active | BLANCO | TX | 78606 |

5 items per page 1 - 2 of 2 items


Please note that you must report for every excise reporting period, even if you did not conduct any alcohol business during a reporting period. If you fail to report during a period, you must complete your report for that period and all subsequent unreported periods before you may report for the current excise period.

Depending upon your license type, you will be required to upload different schedules. Please contact TABC support if you need assistance completing your excise report.


Excise reports are due by the 15th of every month for the previous reporting period.




Destruction request →




File upload →



Online filing →



Excise tax report →



Amend excise tax report →

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

Click the **Next** button.

TABC - AIMS

Online Filing

Select Reporting Period *

July 2023

BACK NEXT

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 the opening inventory for each beverage category and click the **Add Record** button.

Important note: You will not be required to enter Opening Inventory amounts for subsequent report filings.



TABC - AIMS

Submit Opening Inventory

* Required

Add View

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

Opening inventory Spirits (Gallons) 100 Opening inventory: In-State Minis (Units) 50

BACK **ADD RECORD**

Alcohol Types and Descriptions Provided for Reference

| Alcohol Type | Description |
|--------------|--------------------------------|
| SPIRITS | Distilled spirits (gallons) |
| UNITS | Distilled spirits (miniatures) |

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

TABC - AIMS

Record is saved.

Submit Opening Inventory

* Required

Add **View**

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

Opening inventory Spirits (Gallons) 0 Opening inventory: In-State Minis (Units) 0

BACK **ADD RECORD**



- 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 |
|---------|-------------------|-------------------|
| SPIRITS | 100.0000 | Initial Inventory |
| UNITS | 50.0000 | Initial Inventory |

NEXT

AIMS will automatically display the required schedules based on the permit.

- Submit Schedule 1.

Submit Schedule1

Add View

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

* Required

Previous bottled inventory Spirits (Minis Units) 0

Previous bottled inventory Spirits (Gallons) 988.4656

Running taxable gallons 988.4656

Running taxable units 0

Alcohol Type * Select

Transaction type * Select

BACK ADD RECORD

Select **Alcohol Type**: The alcohol type manufactured and/or sold on- or off-premises.

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

| Alcohol Type | Description |
|--------------|--------------------------------|
| SPIRITS | Distilled spirits (gallons) |
| UNITS | Distilled spirits (miniatures) |

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

- **Manufacture**: Select this option if the alcoholic beverage inventory is manufactured, e.g., a distillery reporting gallon of distilled spirits produced.
- **Direct Sales**: Select if sales to sales made off-premises and sales made on-premises were conducted during the reporting period.

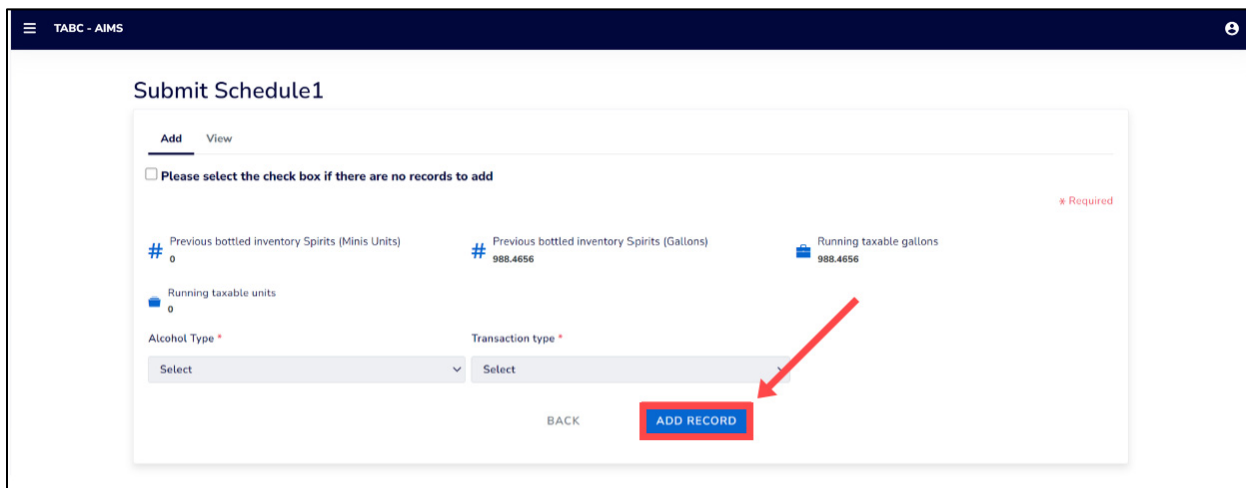
Enter **Quantity**: Gallon amounts can’t exceed four decimal places to the right. You must enter units using decimals.

| Correct | Incorrect |
|----------|------------|
| 101.3333 | 101.000056 |

Enter **Sale Type** from the dropdown.

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

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





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

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

Submit Schedule1

Add View

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

Previous bottled inventory Spirits (Minis Units) 0

Previous bottled inventory Spirits (Gallons) 988.4656

Running taxable gallons 1988.4656

Running taxable units 0

Alcohol Type * Select

Transaction type * Select

Quantity *

BACK ADD RECORD

Record is saved.

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

Click the **Next** button.

Submit Schedule1

Add View

EXPORT TO EXCEL

| Alcohol | Transaction | Quantity | Sale type |
|---------|-------------|----------|-----------|
| SPIRITS | Manufacture | 100.5000 | |
| UNITS | Manufacture | 10.0000 | |

5 Items per page 1 - 2 of 2 Items

NEXT



10. Submit Schedule 2

Select the appropriate **Exemption** from the dropdown list to report any exemptions.

| Transaction Type | Description |
|------------------|---|
| 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 to G, D, W and X permit holders only) |
| MILITARY | Sales to military instillations |
| OTHER | You must receive TABC approval for exemption type. Email questions to our Excise Tax team at excise.tax@tabc.texas.gov . |

Enter **Invoice Number**.

Enter **Invoice Date**

Select **Alcohol Type** from the dropdown list. Choose the correct alcohol type from the Alcohol Type options. Review the list below for descriptions.

| Alcohol Type | Description |
|--------------|--------------------------------|
| SPIRITS | Distilled spirits (gallons) |
| UNITS | Distilled spirits (miniatures) |

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

| Correct | Incorrect |
|----------|------------|
| 101.3333 | 101.000056 |



Enter **Permit**. The permit field is only required for Wholesalers transaction types (see below for descriptions of each transaction type).

- For transaction type WHOLESALERS, enter the AIMS license number for the receiving permittee. Enter only the numbers and do not include any leading letters.

There are three ways to find an 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.

The screenshot shows the 'Submit Schedule2' form in the AIMS system. The form is titled 'Submit Schedule2' and has 'Add' and 'View' tabs. A checkbox is present with the text 'Please select the check box if there are no records to add'. The form contains several fields:

- Previous bottled inventory Spirits (Minis Units): 0
- Previous bottled inventory Spirits (Gallons): 988.4656
- Running taxable gallons: 1988.4656
- Running taxable units: 0
- Exemption: Carrier
- Invoice number: 12345
- Invoice date: 02/01/2024
- Alcohol Type: SPIRITS
- Quantity: 1000
- Permit: 100092567

At the bottom of the form, there is a 'BACK' button and an 'ADD RECORD' button. A red arrow points to the 'ADD RECORD' button.



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

Submit Schedule2

Record is saved.

Add View

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

* Required

Previous bottled inventory Spirits (Minis Units) 0 # Previous bottled inventory Spirits (Gallons) 988.4656 Running taxable gallons 988.4656

Running taxable units 0

Exemption * Invoice number * Invoice date *

Carrier Select 02/01/2024

Alcohol Type * Quantity * Permit *

Select Permit Search

Credit Memo

BACK ADD RECORD

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

Click the **Next** button.

Submit Schedule2

Add View

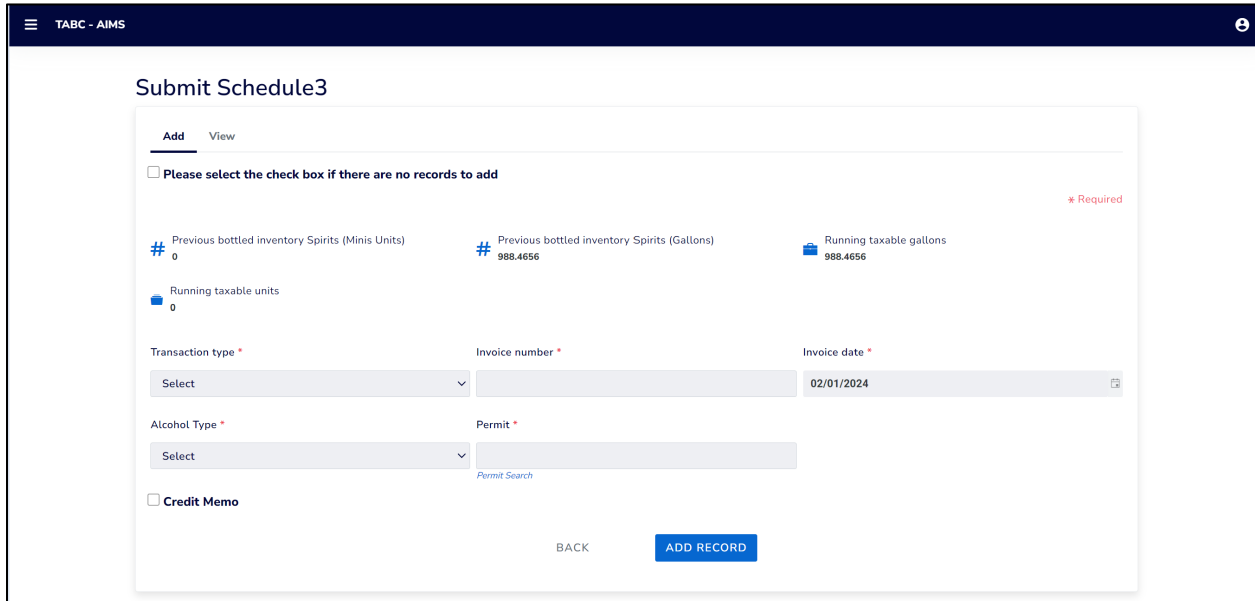
EXPORT TO EXCEL

| Invoice Date | Invoice Number | Permit | Quantity | Alcohol | Transaction | |
|--------------|----------------|-----------|------------|---------|-------------|--|
| 02/01/2024 | 12345 | 100092567 | 1,000.0000 | SPIRITS | Carrier | |

5 items per page 1-1 of 1 Items

NEXT

10. Submit Schedule 3.



Select **Transaction Type** from the dropdown list. Select the only option: Bulk.

Enter **Invoice Number**.

Enter **Invoice Date**.

Enter **Quantity**. Gallon amounts cannot exceed four decimal places to the right. You must enter units using decimals.

| Correct | Incorrect |
|----------|------------|
| 101.3333 | 101.000056 |

Enter **Permit**. TABC permit number of supplying permittees. Use the new AIMS license number and enter numbers only with no 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 invoice.

Submit Schedule3

Add View

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

| | | |
|---|--|-------------------------------------|
| # Previous bottled inventory Spirits (Minis Units) 0 | # Previous bottled inventory Spirits (Gallons) 988.4656 | Running taxable gallons 988.4656 |
| Running taxable units 0 | | |

Transaction type *
Bulk

Invoice number *
135677

Invoice date *
02/01/2024

Quantity *
100

Permit *
100135456
[Permit Search](#)

Credit Memo

BACK **ADD RECORD**

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

Submit Schedule3

Add **View**

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

| | | |
|---|--|-------------------------------------|
| # Previous bottled inventory Spirits (Minis Units) 0 | # Previous bottled inventory Spirits (Gallons) 988.4656 | Running taxable gallons 988.4656 |
| Running taxable units 0 | | |

Transaction type *
Select

Invoice number *
135677

Invoice date *
02/01/2024

Quantity *
100

Permit *
100135456
[Permit Search](#)

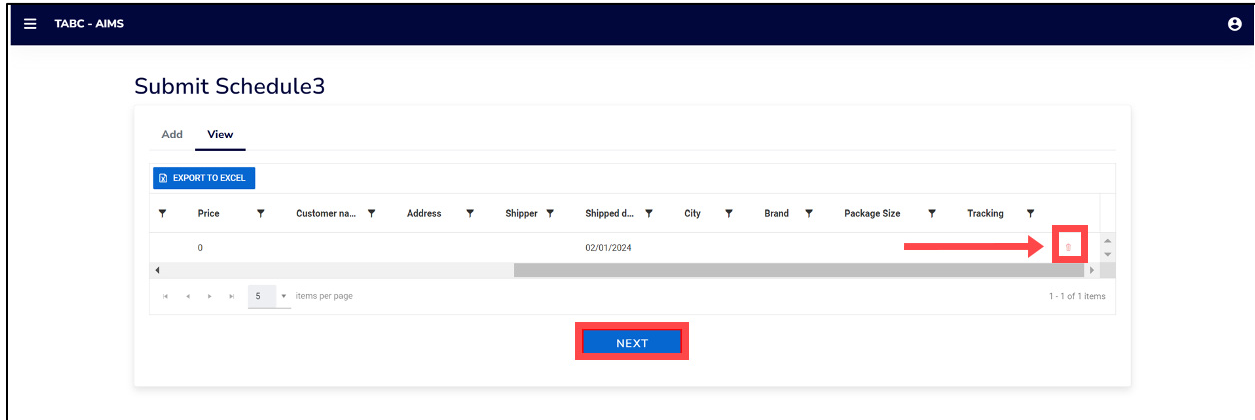
Credit Memo

BACK **ADD RECORD**

Record is saved.

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

Click the **Next** button.



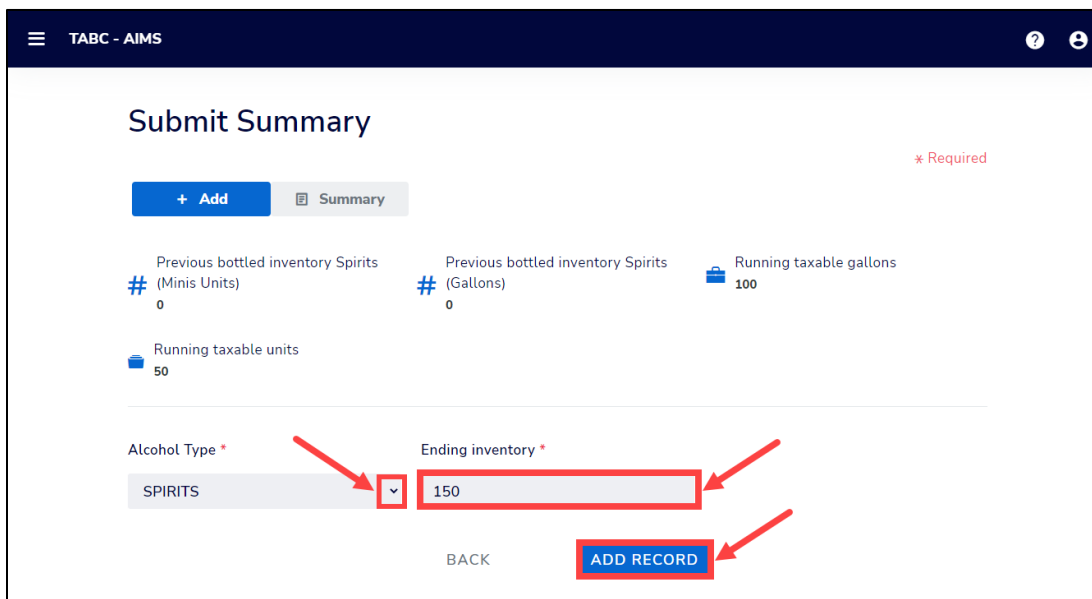
11. Submit Summary.

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

Enter **Ending Inventory**.

Click **Add Record**.

Repeat this step for each alcohol type you sell.





12. When complete, click **Summary**.

Submit Summary

* Required

+ Add Summary

Previous bottled inventory Spirits (Minis Units) 0

Previous bottled inventory Spirits (Gallons) 0

Running taxable gallons 100

Running taxable units 50

Alcohol Type *
Select

BACK ADD RECORD

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

Click the **Next** button.

Submit Summary

* Required

+ Add Summary

EXPORT TO EXCEL

| Alcohol | Ending inventory | |
|---------|------------------|--|
| UNITS | 100.0000 | |
| SPIRITS | 150.0000 | |

NEXT

Record is saved.
Record is saved.



14. 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

15. 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, 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.

| | | |
|----------------------|-------|--------|
| Texas Low Wine(TALW) | 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](#).