



TEXAS ALCOHOLIC
BEVERAGE COMMISSION

Supporting Businesses and Protecting Texans

AIMS Guide: TABC Violations – Responding to an Administrative Notice

This guide explains the steps a license or permit holder must take in AIMS after they receive an Administrative Notice of a violation from TABC.

Responding to Administrative Notices | Overview



After receiving an Administrative Notice email from TABC, take the following actions:

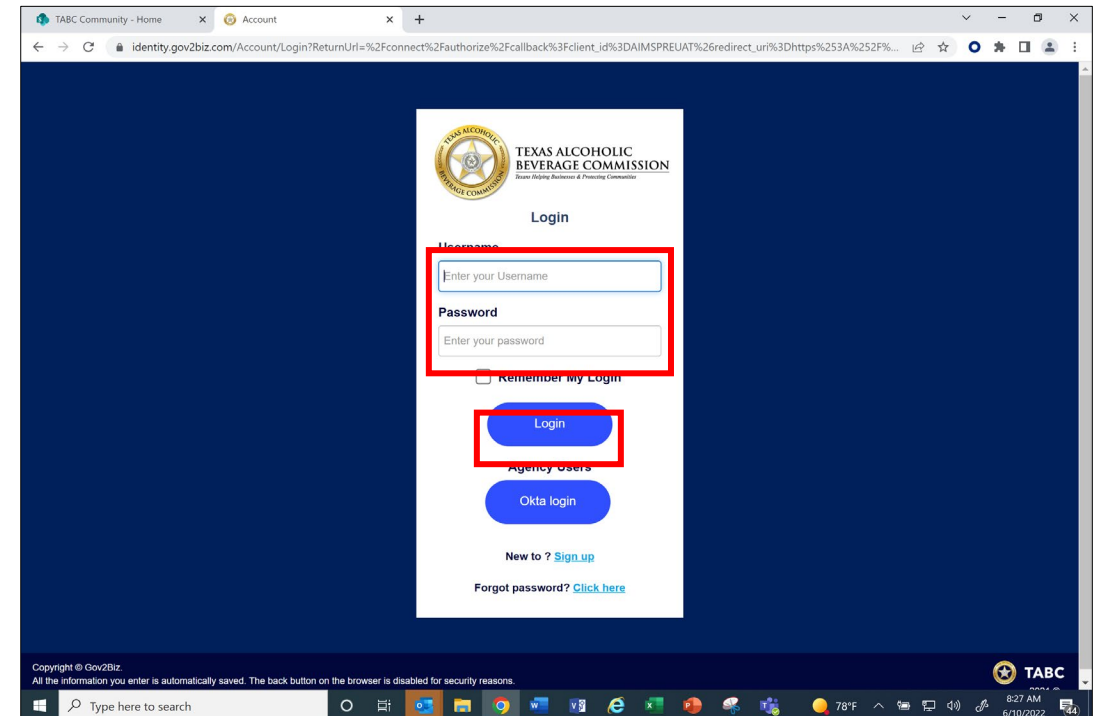
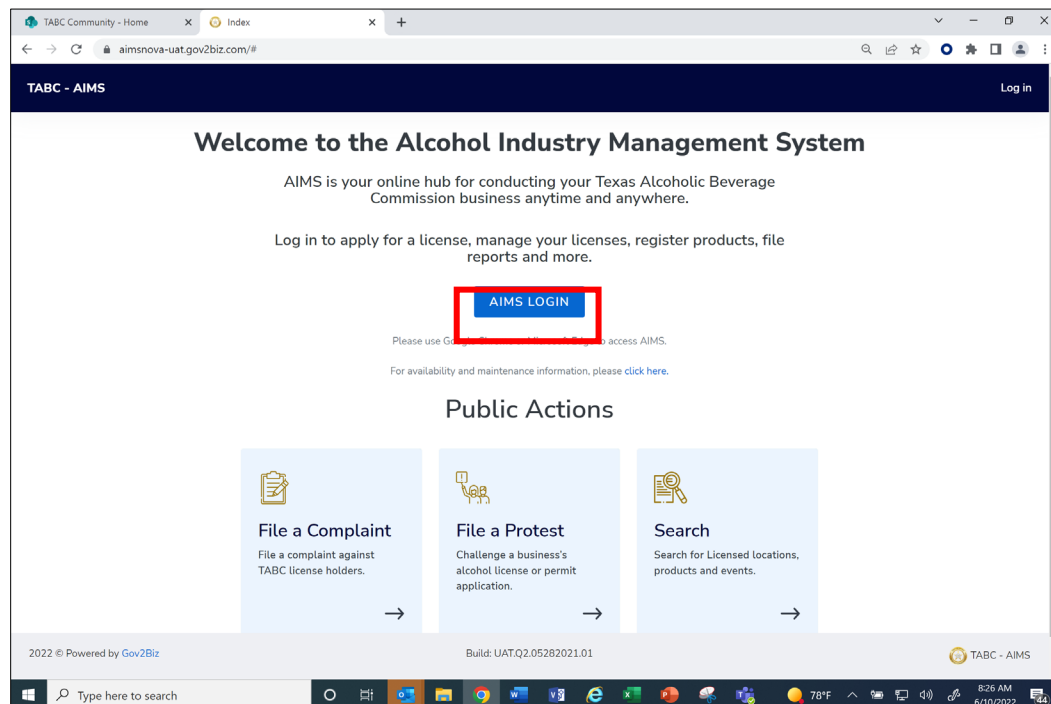
1. Log in to AIMS to access and review the Settlement Agreement offer.
2. If you reject the Settlement Agreement, you will wait to receive further information from TABC about your administrative hearing.
3. If you accept the Settlement Agreement and waive your right to an administrative hearing, you will sign and submit the Agreement and wait for TABC to issue your Waiver Order.
4. You have the option to cancel a Settlement Agreement up to three days after submitting it.
5. Complete your Waiver Order, confirming that you waive your right to a hearing, by acknowledging the order and paying any civil penalties due.

1. Access Settlement Offer

Login to AIMS



Visit tabc.texas.gov/aims-login. Click “AIMS LOGIN”. Enter Username and Password. Click “Login”.

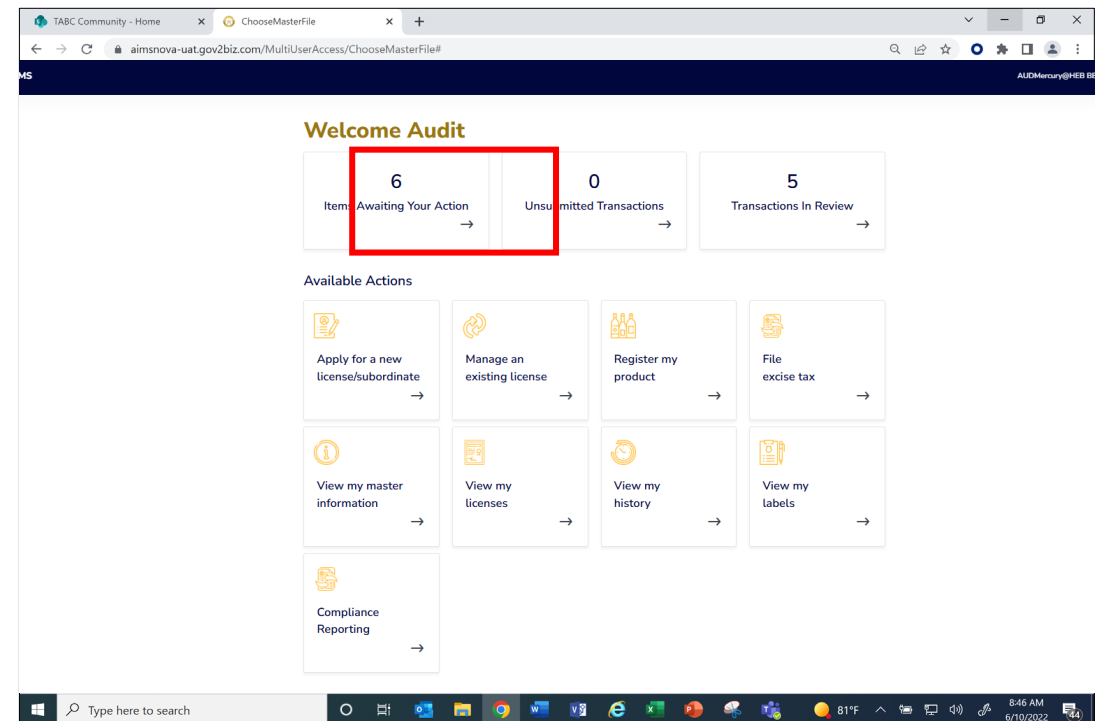
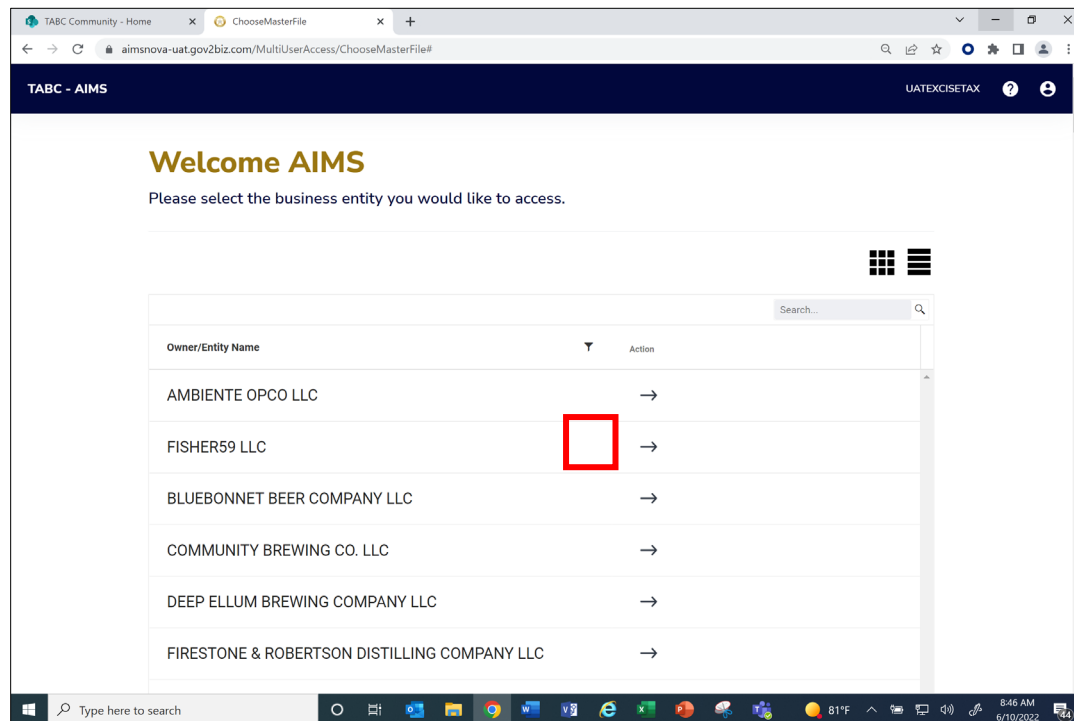


1. Access Settlement Offer

Items Awaiting Your Review



Select your business entity. Select the “Items Awaiting Your Action” button at the top of the screen.



1. Access Settlement Offer

Select & Review



- Find and select the “settlement request” (shown in the figure below)
- On the “settlement request” page (shown in the figure on the right), click the hyperlinked document under “Copy of settlement agreement” to **download a copy of the Settlement Agreement** and begin reviewing the settlement
 - If a bond is held, the information will be under the “Bond Information” section just below the “Copy of settlement agreement” hyperlink

TABC - AIMS

Items Awaiting Your Action

Drag a column header and drop it here to group by that column

Reque...	Request Type	Response Required By	Action Notes
133696	Warning	08/02/2025	The settlement request is created for License [REDACTED] Settlement : 39
133697	Settlement Amount	08/02/2025	The settlement request is created for License [REDACTED] Settlement : 40
133698	Settlement Amount	08/02/2025	The settlement request is created for License [REDACTED] Settlement : 41
133699	Settlement Amount	08/02/2025	The settlement request is created for License [REDACTED] Settlement : 42
133700	Settlement Amount	08/02/2025	The settlement request is created for License [REDACTED] Settlement : 43

5 items per page 1 2

Settlement Agreement and Waiver of Hearing

Settlement # 39

If you would like to move forward with a settlement, please follow the instructions below to complete a settlement agreement.

Note: You may close this page and return at any time before the response deadline listed below.

Note: If you submit a signed settlement agreement, you have three (3) days to withdraw your submitted settlement agreement by clicking the Rescind Settlement button. The Rescind Settlement button will appear only after you have submitted a signed copy of the settlement agreement.

Subject Details

License ID : [REDACTED]
License Type : Wine-Only Package Store Permit (Q)
License Status : Active
License Address : [REDACTED]

Settlement Details

The Texas Alcoholic Beverage Commission ("Commission") is authorized to administer and enforce the provisions of the Texas alcoholic Beverage Code ("Code"), and the rules adopted by the Texas Alcoholic Beverage Commission to implement the Code ("Rules").

To complete a settlement agreement:

- Click the link below to download the attached copy of the settlement agreement.
- Read through the agreement in its entirety.
- Sign and initial the settlement agreement in the designated locations. You can provide a handwritten or electronic signature.
- Attach your **signed copy** of the settlement agreement to the Licensee Response section and click the Submit Signed Settlement Agreement button.
- Please respond to this request by the due date.

Copy of settlement agreement:

[Settlement Agreement Warning with Follow-up 30-7-2025 8.23.5.pdf](#)

Your response is due on or before: 08/02/2025 00:00:00

Licensee Response

Attach signed copy of settlement agreement *

SELECT FILES...

SUBMIT SIGNED SETTLEMENT AGREEMENT

Click [here](#) if you want to rescind this Agreement.

2. Reject Settlement Offer



To reject TABC's Settlement Agreement offer after opening the document and reviewing the terms:

- Click the "Click here if you want to rescind this Agreement" hyperlink at the bottom left corner of the initial settlement request page.
- By clicking that link and rejecting the offer, you are requesting a hearing with the State Office of Administrative Hearings (SOAH).
- After clicking the "rescind this Agreement" hyperlink, you must wait to receive further instruction from TABC's General Counsel's Office.

Settlement Agreement and Waiver (Agreement)			
LEG 5-15 Form			
Rev. 2024			
Admin Notice #: 317282	AIMS License #: [REDACTED]	License Issue Date: 12/02/2003	Holder: [REDACTED]
Tradename: [REDACTED]			
Address: [REDACTED]		City: [REDACTED]	County: [REDACTED]
Violation Type(s): 1033	Violation Date: 07/16/2025	Violation Description: Unauthorized Manuf/Distilling/Brewing	
By my signature below, I understand and agree to the following:			
<ul style="list-style-type: none">• I acknowledge that the Commission will make a finding that the above listed violation(s) occurred.• I WAIVE MY RIGHT TO HAVE AN ATTORNEY, MY RIGHT TO AN ADMINISTRATIVE HEARING, MY RIGHT TO A RE-HEARING, AND MY RIGHT TO APPEAL. Initial: [REDACTED]• The above violation(s) will become part of my license/permit history.• I must comply with each requirement of this agreement when an order is signed by TABC.• Agreement to Receive Electronic Notice: I agree to be notified of any decision or order pertaining to this matter by electronic means through electronic mail or TABC's AIMS system and that the notification satisfies the requirements under section 2001.142 of the Texas Government Code. Initial: [REDACTED]• THIS AGREEMENT MAY BE REJECTED BY THE EXECUTIVE DIRECTOR OF THE COMMISSION OR THEIR DESIGNEE.• I will be given an opportunity to have an administrative hearing if this agreement is rejected.• I may rescind this agreement within three (3) calendar days from the date of signature by giving written notice to TABC. This agreement may result in the forfeiture of any conduct surety bond I have on file. Initial: [REDACTED]• If applicable the performance bond currently on file will be forfeited and a replacement performance bond must be provided. The license/permit will remain suspended until a replacement performance bond is provided and approved by TABC, even if the civil penalty has been paid and/or the agreed upon suspension has been served. If a \$6,000 performance bond is to be forfeited, the license/permit will be canceled in accordance with section 11.61(b-1) of the Alcoholic Beverage Code. <i>For Bexar, Dallas, Harris, and Tarrant Counties Only.</i> Initial: [REDACTED]			
<div><div>X</div><div>Suspension with an opportunity to pay a Civil Penalty : Total Number of Days: 2 Beginning Date: 08/06/2025 unless a civil penalty of \$500.00 is received by 08/05/2025.</div></div>			

If you would like to move forward with a settlement, please follow the instructions below to complete a settlement agreement.

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Note: If you submit a signed settlement agreement, you have three (3) days to withdraw your submitted settlement agreement by clicking the Rescind Settlement button. The Rescind Settlement button will appear only after you have submitted a signed copy of the settlement agreement.

Subject Details

License ID: [REDACTED]
License Type: **Wine-Only Package Store Permit (Q)**
License Status: **Active**
License Address: [REDACTED]

Settlement Details

The Texas Alcoholic Beverage Commission ("Commission") is authorized to administer and enforce the provisions of the Texas alcoholic Beverage Code ("Code"), and the rules adopted by the Texas Alcoholic Beverage Commission to implement the Code ("Rules").

To complete a settlement agreement:

- Click the link below to download the attached copy of the settlement agreement.
- Read through the agreement in its entirety.
- Sign and initial the settlement agreement in the designated locations. You can provide a handwritten or electronic signature.
- Attach your signed copy of the settlement agreement to the Licensee Response section and click the Submit Signed Settlement Agreement button.
- Please respond to this request by the due date.

Copy of settlement agreement:

[Settlement Agreement Suspension or Civil Penalty 30-7-2025 8.28.1.pdf](#)

Your response is due on or before: 08/02/2025 00:00:00

Licensee Response

Attach signed copy of settlement agreement *

SELECT FILES...

6c126561-fc8a-4655-a116-edf0ba394a7.pdf

SUBMIT SIGNED SETTLEMENT AGREEMENT

[Click here if you want to rescind this Agreement](#)

3. Accept Settlement Offer

Review & Sign



To accept TABC's Settlement Agreement offer:


- Initial and fill out the highlighted parts of the form.
- Be sure to complete the bottom section.
- Sign and date the form.
- Save the signed Settlement Agreement on your computer where you can easily find it.

My name is [redacted] . I have authority to act on behalf of the license holder as its [redacted] . By my signature, I agree to the conditions listed on this agreement.

Licensee/Permittee Signature: [redacted] Date: [redacted]

TABC Representative Signature: _____ PID #: _____

Date: _____ TABC Representative Print Name: _____

 **Settlement Agreement and Waiver (Agreement)** Rev. 2024
LEG 5-15 Form

Admin Notice #: 317282	AIMS License #: 100 [redacted]	License Issue Date: 12/02/2003	Holder: HEB LLC [redacted]
Tradename: HEB [redacted]			
Address: 1449 [redacted]		City: HOU [redacted]	County: Har [redacted]
Violation Type(s): 1033	Violation Date: 07/16/2025	Violation Description: Unauthorized Manuf/Distilling/Brewing	

By my signature below, I understand and agree to the following:

- I acknowledge that the Commission will make a finding that the above listed violation(s) occurred.
- **I WAIVE MY RIGHT TO HAVE AN ATTORNEY, MY RIGHT TO AN ADMINISTRATIVE HEARING, MY RIGHT TO A RE-HEARING, AND MY RIGHT TO APPEAL.** Initial: [redacted]
- The above violation(s) will become part of my license/permit history.
- I must comply with each requirement of this agreement when an order is signed by TABC.
- Agreement to Receive Electronic Notice: I agree to be notified of any decision or order pertaining to this matter by electronic means through electronic mail or TABC's AIMS system and that the notification satisfies the requirements under section 2001.142 of the Texas Government Code. Initial: [redacted]
- **THIS AGREEMENT MAY BE REJECTED BY THE EXECUTIVE DIRECTOR OF THE COMMISSION OR THEIR DESIGNEE.**
- I will be given an opportunity to have an administrative hearing if this agreement is rejected.
- I may rescind this agreement within three (3) calendar days from the date of signature by giving written notice to TABC. **This agreement may result in the forfeiture of any conduct surety bond I have on file.** Initial: [redacted]
- **If applicable the performance bond currently on file will be forfeited and a replacement performance bond must be provided.** The license/permit will remain suspended until a replacement performance bond is provided and approved by TABC, even if the civil penalty has been paid and/or the agreed upon suspension has been served. If a \$6,000 performance bond is to be forfeited, the license/permit will be canceled in accordance with section 11.61(b-1) of the Alcoholic Beverage Code. **For Bexar, Dallas, Harris, and Tarrant Counties Only.** Initial: [redacted]

☒ **Suspension with an opportunity to pay a Civil Penalty:** Total Number of Days: 2 Beginning Date: 08/06/2025 unless a civil penalty of \$500.00 is received by 08/05/2025.

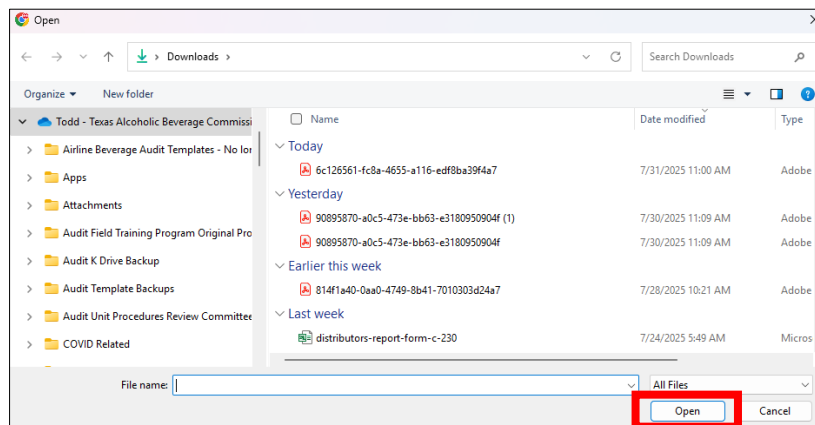
3. Accept Settlement Offer

Upload Signed Form



Once the form is complete, upload it into AIMS.

- Go back the settlement request in AIMS (see slides 4 and 5).
- Click the “SELECT FILES” button at the bottom.
- Find your signed and saved Settlement Agreement in your files, select it, and click “Open.”



Settlement Agreement and Waiver of Hearing
Settlement # 39

If you would like to move forward with a settlement, please follow the instructions below to complete a settlement agreement.

Note: You may close this page and return at any time before the response deadline listed below.

Note: If you submit a signed settlement agreement, you have three (3) days to withdraw your submitted settlement agreement by clicking the Rescind Settlement button. The Rescind Settlement button will appear only after you have submitted a signed copy of the settlement agreement.

Subject Details

License ID : [REDACTED]
License Type : Wine-Only Package Store Permit (Q)
License Status : Active
License Address : [REDACTED]

Settlement Details

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To complete a settlement agreement:

- Click the link below to download the attached copy of the settlement agreement.
- Read through the agreement in its entirety.
- Sign and initial the settlement agreement in the designated locations. You can provide a handwritten or electronic signature.
- Attach your **signed copy** of the settlement agreement to the Licensee Response section and click the Submit Signed Settlement Agreement button.
- Please respond to this request by the due date.

Copy of settlement agreement:
[Settlement Agreement Warning with Follow-up 30-7-2025 8.23.5.pdf](#)

Your response is due on or before: 08/02/2025 00:00:00

Licensee Response

Attach signed copy of settlement agreement *

SELECT FILES...

SUBMIT SIGNED SETTLEMENT AGREEMENT

Click [here](#) if you want to rescind this Agreement

3. Accept Settlement Offer

Submit Signed Form



Submit the Signed Settlement Agreement

- Once the signed Settlement Agreement has been uploaded, the file name will appear under the “SELECT FILES” button.
 - Clicking the “x” to the right of the file will delete the file from AIMS.
- To submit the signed Settlement Agreement, click “SUBMIT SIGNED SETTLEMENT AGREEMENT” at the bottom of the page.
- After submitting the signed Settlement Agreement, wait to receive notice from TABC that the agency has issued a Waiver Order.

If you would like to move forward with a settlement, please follow the instructions below to complete a settlement agreement.

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Subject Details

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License Type : **Wine-Only Package Store Permit (Q)**
License Status : **Active**
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- Please respond to this request by the due date.

Copy of settlement agreement:

[Settlement Agreement Suspension or Civil Penalty 30-7-2025 8.28.1.pdf](#)

Your response is due on or before: 08/02/2025 00:00:00

Licensee Response

Attach signed copy of settlement agreement *

SELECT FILES...

6c126561-fc8a-4655-a116-edf8ba394a7.pdf x

SUBMIT SIGNED SETTLEMENT AGREEMENT

Click [here](#) if you want to rescind this Agreement

4. Option to Cancel Settlement Agreement



- License and permit holders may cancel a Settlement Agreement up to 3 days after submitting it in AIMS.
- **To cancel a Settlement Agreement:**
 - Login to your AIMS account,
 - Click the “Items Awaiting Your Action” button,
 - Select the settlement that you want to cancel, and
 - Go to the bottom of that settlement page and click the “CANCEL SETTLEMENT AGREEMENT” button.
- Just like rejecting a settlement offer, by cancelling a settlement agreement – you are requesting a hearing with the State Office of Administrative Hearings and thereafter must wait to receive further instruction from TABC’s General Counsel’s Office.

Settlement Agreement and Waiver of Hearing

Settlement # 39

If you would like to move forward with a settlement, please follow the instructions below to complete a settlement agreement.

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Note: If you submit a signed settlement agreement, you have three (3) days to withdraw your submitted settlement agreement by clicking the Rescind Settlement button. The Rescind Settlement button will appear only after you have submitted a signed copy of the settlement agreement.

Subject Details

License ID : [REDACTED]

License Type : **Wine-Only Package Store Permit (Q)**

License Status : **Active**

License Address : [REDACTED]

Settlement Details

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- Please respond to this request by the due date.

Copy of settlement agreement:

[Settlement Agreement Warning with Follow-up 30-7-2025 8.23.5.pdf](#)

Your response is due on or before: 08/02/2025 00:00:00

Licensee Response

Attach signed copy of settlement agreement *

Signed Settlement Agreement 90895870-a0c5-473e-bb63-e3180950904f.pdf

CANCEL SETTLEMENT AGREEMENT

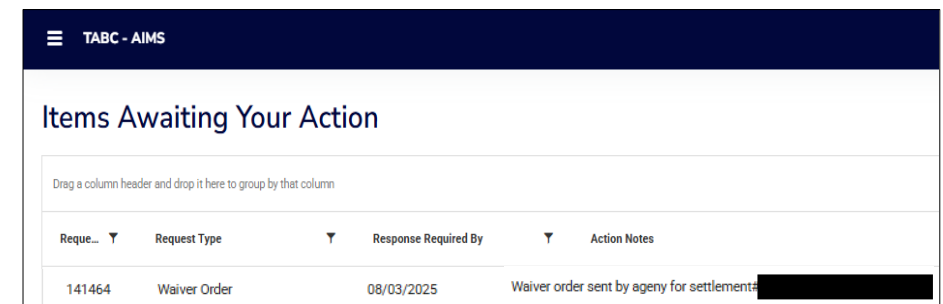
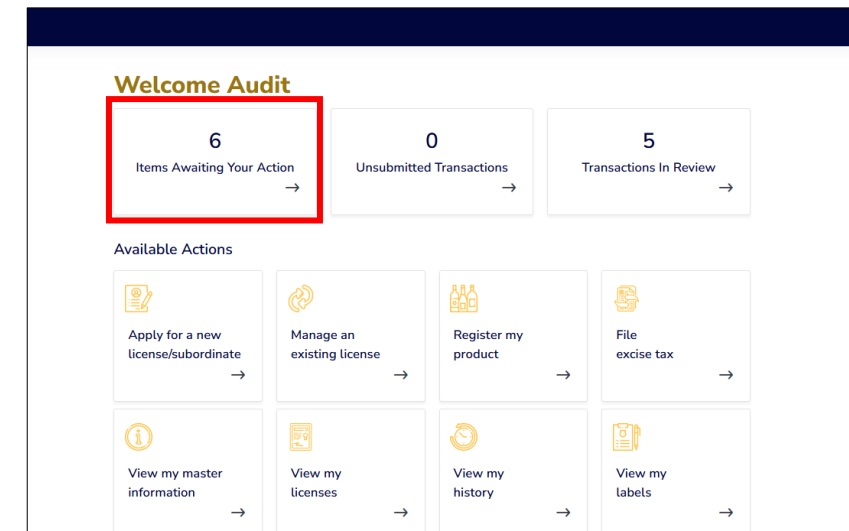
Settlement Agreement Accepted On: 7/31/2025 11:33:06 AM

5. Waiver Order

Notice of & Accessing the Order



- TABC will process the Settlement Agreement and issue a **Waiver Order**, which finalizes the license/permit holder's **waiver of their right to an administrative hearing** by ordering them to pay the agreed civil penalties and acknowledge the license/permit suspension or cancellation dates.
- When TABC issues a **Waiver Order**, the license or permit holder will receive an email notice and must pay any fine and/or acknowledge the Order by the due date or effective date stated in the Settlement Agreement.
 - Login to AIMS, click "Items Awaiting Your Action," and select the Waiver Order.
 - Download and save a copy of the Order by clicking the hyperlinked document on the page where it states, "Waiver Order."
 - Click any payment and acknowledgement buttons to complete.
- Failure to acknowledge the Order before the suspension or cancellation date or within 3 days of receiving a Warning Order will result in automatic acknowledgement. Failure to pay a civil penalty by the due date could result in additional action.



5. Waiver Order

Warning, Suspension, Cancellation



Waiver Order – Warning

- Click “ACKNOWLEDGE WAIVER ORDER” to complete the violation settlement process and have the warning attached to your record.

Waiver Order

Settlement : 39

Settlement Type : Warning

License [REDACTED]

AIMS Case ID : 890

Waiver Order : [Waiver Order Warning 5-8-2025 11.58.9.pdf](#)

Before acknowledging waiver order, please save the copy of waiver order for your records.

ACKNOWLEDGE WAIVER ORDER

To prevent further action, Please acknowledge the Warning by 01/01/0001 12:01 AM

Waiver Order – Suspension Only

- Click “ACKNOWLEDGE WAIVER ORDER” to complete the violation settlement process and have the license or permit suspended on the start date stated in the Order document.

Waiver Order

Settlement : 41

Settlement Type : Suspension Only

License [REDACTED]

AIMS Case ID : 888

Waiver Order : [Waiver Order Suspension Only 4-8-2025 12.19.27.pdf](#)

Before acknowledging waiver order, please save the copy of waiver order for your records.

ACKNOWLEDGE WAIVER ORDER

To prevent further action, Please acknowledge the suspension by 08/05/2025 12:01 AM

Waiver Order – Cancellation

- Click “ACKNOWLEDGEMENT CANCELLATION” to complete the violation settlement process and have the license or permit cancelled on the start date stated in the Order document.

Waiver Order

Settlement : 35

Settlement Type : Cancellation for Cause

License [REDACTED]

AIMS Case ID : 1006

Waiver Order : [Waiver Order Cancellation 31-7-2025 11.57.13.pdf](#)

To prevent further action, Please acknowledge the cancellation by 08/04/2025 12:01 AM

ACKNOWLEDGEMENT CANCELLATION

5. Waiver Order

Civil Penalties and/or Suspension



Waiver Order – Civil Penalty Only

- Click “PAY PENALTY” to complete the violation settlement process and proceed to the payment screen.

Waiver Order

Settlement : 40

Settlement Type : Civil Penalty Only

License : [REDACTED]

AIMS Case ID : 886

Waiver Order : [Waiver Order Civil Penalty Only 4-8-2025 12.18.31.pdf](#)

PAY PENALTY

To prevent further action, Please settle the penalty by 08/07/2025 12:01 AM

Waiver Order – Suspension or Civil Penalty

- Click “PAY PENALTY” to pay.
- Click “ACKNOWLEDGE WAIVER ORDER” to complete the violation settlement process and suspend the license or permit for the period stated in the Order.

Waiver Order

Settlement : 42

Settlement Type : Suspension or Civil Penalty

License : [REDACTED]

AIMS Case ID : 885

Waiver Order : [Waiver Order Suspension or Civil Penalty 4-8-2025 12.16.47.pdf](#)

PAY PENALTY

Before acknowledging waiver order, please save the copy of waiver order for your records.

ACKNOWLEDGE WAIVER ORDER

Waiver Order – Suspension & Civil Penalty

- Click “PAY AND ACKNOWLEDGE SUSPENSION” to suspend the license or permit for the period stated in the Order, and to proceed to the payment screen to complete the violation settlement process.

Waiver Order

Settlement : 45

Settlement Type : Suspension and Civil Penalty

License : [REDACTED]

AIMS Case ID : 898

Waiver Order : [Waiver Order Suspension and Civil Penalty 12-8-2025 10.1.43.pdf](#)

PAY AND ACKNOWLEDGE SUSPENSION

To prevent further action, Please settle the penalty and acknowledge the suspension by 08/13/2025 12:01 AM

5. Waiver Order

Paying Civil Penalties



After clicking “PAY PENALTY,” the license/permit holder will be taken to the payment initiation screen

- Use the dropdown menu to select the payment type that will be used to pay the civil penalty
 - Credit Card (there is a processing fee)
 - ACH (this is an electronic payment directly from a bank account and there is no processing fee)
- Click the checkbox (the “PAY NOW” button will become available)
- Click “PAY NOW” to be taken to the payment entry screens

Suspension and Civil Penalty

Electronic payment is **required** before any work item submitted will be considered complete and **received by TABC**. After completing the information below and clicking “**PAY NOW**,” you’ll be redirected to the third-party provider Texas.gov to submit payment.

Agency Fee: 250.00

Total Costs*:

Choose Payment Type *

Select ▼

If you are unable to pay in AIMS and need an alternative method to make your payment, please [click here](#).

*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 application.

PAY NOW

CANCEL

5. Waiver Order

Paying Civil Penalties – Credit/Debit



If you chose the credit card payment type:

- View a verification that your payment type is "Credit / Debit Card"
- Click "Next."

On the Customer Information screen, enter the payer information and click "Next."

Customer Information

Complete all required fields [*]

Country *
United States

First Name * Last Name *

Address *

Address 2

City * State *
TX - Texas

ZIP/Postal Code *

Phone Number

Email

Next >

On the Payment Information screen, enter the Credit Card information and click "Next."

Payment Information

Complete all required fields [*]

Credit Card Number *
Credit Card Type
VISA DISCOVER AM EX

Expiration Month *
Select a Month

Expiration Year *
Select a Year

Security Code *
Name on Credit Card *

Next >

On the Verification screen, click the check box to verify the user is not a robot and then click "Submit Payment."

The processing screen will appear while the transaction is being processed

Verification

☐ I'm not a robot

Cancel Submit Payment

Please wait

Your payment is being processed.
Please do not close your tab or window, and please do not use your browser's Back button.

5. Waiver Order

Paying Civil Penalties – ACH



If you chose the ACH payment type:

- View a verification that your payment type is “Electronic Check”
- Click “Next.”

On the Customer Information screen, enter the payer information and click “Next.”

Customer Information

Complete all required fields [*]

Country *
United States

First Name * Last Name *

Address *

Address 2

City * State *
TX - Texas

ZIP/Postal Code *

Phone Number

Email

Next >

On the Payment Information screen, enter the bank account information, click “Next,” then confirm that you authorize the transaction.

Payment Information

Complete all required fields [*]

Name on Account *

Routing Number * Account Number *

Re-enter Account Number. *

Checking Savings

Pay

012345678 Routing Number 01234567890 Account Number

Next >

On the Verification screen, click the check box to verify the user is not a robot and then click “Submit Payment.”

The processing screen will appear while the transaction is being processed

Verification

☐ I'm not a robot

Cancel Submit Payment

Please wait

Your payment is being processed.

Please do not close your tab or window, and please do not use your browser's Back button.

5. Waiver Order

Paying Civil Penalties – Receipt



- After successful completion of payment for a civil penalty in AIMS, the user will be presented with a receipt.
- The user may download a copy of the receipt for their records.

Penalty Payment

Settlement ID : 47

Case ID : 904

Amount : 500.00

PaymentDate : 8/14/2025 3:20:41 PM

Trans # : [REDACTED]

License ID : [REDACTED]

License Type : Wine-Only Package Store Permit (Q)

License DBA : [REDACTED]

Payment is successful, please save it for records.

[DOWNLOAD](#)