

Nonuse Request/Resume Operations Instructions

These instructions will help you prepare your request. If you have questions about the nonuse request, please call us at (406) 444-6900, or Montana Relay at 711 for hearing impaired.

How to File Your Request

E-file your nonuse request using your TransAction Portal (TAP) at TAP.DOR.MT.gov. You will need your Account ID, account type (e.g., on-premises) and ZIP code. Once you are registered, you will be able to electronically file and view your past requests.

If you choose not to file electronically, complete the nonuse form using blue or black ink. Print your Account ID and License Number in the blocks provided.

Mail your form to:
Montana Department of Revenue
Alcoholic Beverage Control Division
PO Box 1712
Helena, MT 59604-1712.

Line Instructions

Line 1—Provide your name as the entity or individual that owns the license.

Line 2—Provide your business name for the license.

Line 3—Provide your Account ID.

Line 4—Provide your license number.

Line 5—Input the date you stopped operating as a going establishment. If you would like your license removed from nonuse status, input the date you will resume operations.

Please be sure to sign and date your request if you are planning to mail it.

The department may grant nonuse status not to exceed a one year period.

Relevant Law and Rules

[16-3-310, MCA](#)

[ARM 42.13.107](#), [ARM 42.13.108](#), and [ARM 42.13.112](#)