

Beer and Wine License Application (Retail Off-Premises Consumption)

Note: When eStop Business Licenses receives your Beer and Wine License application, we will contact you by letter to request additional documents and let you know if your application meets our initial requirements. It usually takes 45 to 60 days to process an application. When we receive a complete application, we will notify the necessary officials for final review and approval of your application.

Note: Do not submit your off-premises application if your premises will not be ready within 60 days.

Section 1. Application Guide and Checklist

Please check the appropriate boxes below and include this page with your application.

Register for a New License

- Complete and sign the *eStop Master Application*.
- Include the license, processing and background check fees (see page 2 of the *eStop Master Application*).
- Complete Sections 2-6 of this application.
- Include additional documents needed to complete this application or send them to the appropriate agency. See Section 7, items 1-6.
- Request Temporary Operating Authority (see Section 4) if the premises has been licensed within the last year to sell beer and wine and the premises has not been altered from the last floor plan.
- Schedule a fire, building and health inspection of the premises at least two weeks prior to the tentative date of opening or completion or notify department of building, health and fire approval.

Submit a Business Structure Change

To add an entity and/or individual to the business structure that has never before had an ownership interest in the license or the ownership interest is changing from less than 15% to more than 15%.

- Complete and sign the *eStop Master Application*.
- Include the \$200 processing fee and \$30.00 background check fee (see page 2 of the *eStop Master Application*).
- Complete Sections 2-6 of this application.
- Include additional documents needed to complete this application or send them to the appropriate agency. See Section 7, items 2-6.

Relocate to a New Location

- Complete and sign the *eStop Master Application*.
- Include the \$200 processing fee (see page 2 of the *eStop Master Application*).
- Complete Sections 2-6 of this application.
- Include additional documents needed to complete this application or send them to the appropriate agency. See Section 7, items 1, 2, and 6.
- Schedule a fire, building and health inspection of the premises two weeks prior to the tentative date of opening or completion.

Adding a Beer or Wine License to an Existing License

- Complete and sign the *eStop Master Application*.
- Include the license fee and \$100 processing fee (see page 2 of the *eStop Master Application*).

Business Name _____ License Number _____

No fees are required to make any of the changes below. Please check the appropriate boxes and include this page with your application.

Entity Type Change

- Complete and sign the *eStop Master Application* and Section 5 of this application.
- Include additional documents needed to complete this application or send them to the appropriate agency. See Section 7, items 2, 3, 5, and 6.
- Include the new entity's federal employers identification number (FEIN), meeting minutes and articles of organization documents.
- Current financial statements or pro-forma financial statements.
- List name(s) of location manager(s), and (if applicable) potential new or changes in location manager(s) must provide Location Manager Application. Also must provide (2) fingerprint cards (\$30 fee for background check), a Personal History Statement and fees IF the manager is not the owner (shareholder, member or partner thereof).
- Explanation of what will happen to the old bank account once this change is approved. Will the account close or will the account be modified?

Death of a Licensee *(Please be aware that an application is required before any ownership is distributed from the estate.)*

- Complete and sign the *eStop Master Application* and Section 5 of this application.
- Include additional documents needed to complete this application or send them to the appropriate agency. See Section 7, items 4 and 5.
- Include a certified copy of the death certificate or of administration.
- Include a copy of the will.
- Formal appointment of person(s) to manage estate, whether court-appointed or named in licensee's will (e.g., executor of estate, conservator, personal representative, power of attorney or trustee), if applicable. Unless this person is already identified as an owner of the license, include a Personal History Statement, two fingerprint cards and fingerprint fee of \$30 for each individual appointed to manage the estate.

Divorce among Licensees

- Complete and sign the *eStop Master Application* and include Section 5 of this application.
- Include additional documents needed to complete this application or send them to the appropriate agency. See Section 7, item 5.
- Include a copy of the final decree of dissolution of marriage.
- Include a copy of the property settlement agreement.
- Source of funding documents, if any, if the transfer requires a buyout (e.g., six months of bank statements, supporting cash payments, loan and security payments, installments payment agreement, etc.)
- Current financial statements or most recent tax returns of the licensed operation.

Licensee will be notified of the completion of the audit and at that time you can schedule the closing.

- Documents verifying the divorce and transfer of assets among licensees.
- Corporate documents, partnership agreements, LLC agreements, minutes, etc. (depending on the type of change).
- Documents verifying the cancellation of shares/interests, issuance of shares/interests and updated stock ledger (if applicable).

- If the spouse transferring the interest will be completely removed from ownership and will no longer be responsible for contractual obligations of the licensed operation, supply letters and related documents from banks, landlords, and vendors that release the departing spouse from liability (or converting him/her to guarantor).
- Updated bank signature card.

Gifting among Licensees *(The ownership interest will not change from less than 15% to more than 15% or an ownership interest is being removed from the license.)*

- Complete and sign the *eStop Master Application* and include Section 5 of this application.
- Gifting Statement that identifies both parties to the transaction, the intention of the transaction and percentage of ownership being transferred.
- Current financial statements or most recent tax return for the licensed entity.

Licensee will be notified of the completion of the audit and at that time you can schedule a closing.

- Documents verifying gifting of ownership interest among licensees.
- Corporate documents, partnership agreements, LLC agreements, minutes, etc. (depending on type of change).
- Documents verifying the cancellation of shares/interests, issuance of shares/interests and updated stock ledger (if applicable).

Sale Among Licensees *(The ownership interest will not change from less than 15% to more than 15% or an ownership interest is being removed from the license.)*

- Complete and sign the *eStop Master Application* and include Section 5 of this application.
- Copy of purchase/sale documents that include all terms and prices.
- Copies of all documents verifying the source of funding for amounts to be paid to the seller (e.g., six months of bank statements, loan documents and security agreements, etc.).
- Minutes of meetings during which the sale and terms of sale are approved, if applicable.
- Current financial statements or most recent tax return for the licensed entity.

Licensee will be notified of the completion of the audit and at that time you can schedule a closing.

- Documents verifying the sale of interests among licensees.
- Corporate documents, partnership agreements, LLC agreements, minutes, etc. (depending on type of change).
- Documents verifying the cancellation of shares/interests, issuance of shares/ interests and updated sock ledger (if applicable).
- If the owners transferring an interest are being completely removed from ownership, provide letters from creditors, and lessors, if applicable, removing the sellers from all liability.
- If the seller is no longer on the license, a copy of the new bank signature cards with updated signatures.

Section 2. Premises

1. Please indicate the location of the physical address.
 City Limits County Area
2. Is the building complete and ready for use?
 Yes
 No. The expected completion date is _____
The delay is due to: remodel new construction
3. Is the location to be licensed within a zone or area where the sale of alcoholic beverages is not allowed by city, county or tribal ordinances?
 Yes
 No
4. Do you, as the individual or entity on the *eStop Master Application*, own or are you purchasing the real property, building or building area proposed for licensing?
 Yes. Please provide a warranty deed, purchase agreement or current property tax statement.
 No. Please provide a lease agreement.

Section 3. Type of Off-Premises Business

Please check the license type under which the premises proposed for licensing will operate.

- Grocery store (include a copy of the *Grocery Inventory* form)
- Pharmacy (include a copy of your current pharmaceutical license)
- Stand Alone
If applying for a Stand Alone license type, do you agree to maintain a business gross income of 95% or more from the sale of beer and wine, and that the business gross income of other retail products will not exceed 5%?
 Yes
 No

Section 4. Temporary Operating Authority

Has this premises been licensed within the last 12 months, had no alterations since the last floor plan, and has no building, health or fire deficiencies?

- Yes. Please enter the requested date that Temporary Operating Authority will begin. _____
- No. Temporary Operating Authority cannot be granted.

Note: Temporary Operating Authority is granted for the use of the Beer and Wine license only during the time period that your application is being processed.

The department may issue Temporary Operating Authority after we receive verification that the tax information of the current recorded licensee or seller is current. The current recorded licensee (seller) must provide the *Alcoholic Beverage Control Division Authorization to Disclose Tax Information* form to the department. This form is available on our website at MTRRevenue.gov. Please be aware that we will revoke Temporary Operating Authority if you or your employees violate any provisions of Montana Code Annotated or Administrative Rules of Montana.

Section 5. Corporate Statement

Owners

List entity owners, partners, members or shareholders.

Please Print

1	Name	SSN/FEIN
	Address	
	Date of Birth	% of Ownership
2	Name	SSN/FEIN
	Address	
	Date of Birth	% of Ownership
3	Name	SSN/FEIN
	Address	
	Date of Birth	% of Ownership
4	Name	SSN/FEIN
	Address	
	Date of Birth	% of Ownership

Officers and Directors

Optional, unless applicable to your business structure. List all corporate officers and directors.

1	Name	Phone Number
	Address	
	Date of Birth	Title
2	Name	Phone Number
	Address	
	Date of Birth	Title
3	Name	Phone Number
	Address	
	Date of Birth	Title
4	Name	Phone Number
	Address	
	Date of Birth	Title

Section 6. Location Manager Information

Licensees must designate at least one manager who provides general oversight and ensures compliance with alcoholic beverage laws. Location managers must be vetted and approved by the department. List all managers (including owner managers) and provide a Location Manager Application for new managers.

Name of person or entity that is managing or that will be managing the business _____

- This person or entity is a shareholder, member or partner.
- This person or entity was employed as a location manager and a current location manager application is on file with the department.
- This manager was recently employed.

Please include with your application a location manager application for this manager or management company. A [Location Manager Application form](#) is available on our website. This form meets the requirement for [ARM 42.12.132](#).

Section 7. Additional Documents

1. A Floor Plan form detailing the outside dimensions, general layout and areas where beer and wine will be stored and sold. Please label the floor plan with the date, DBA (doing business as) and address of premises to be licensed.
2. A lease agreement, purchase agreement, warranty deed or current property tax bill verifying the applicant has possessory interest in the real property where the business is located.
3. A *Registered Certificate of Existence, Authority or Fact* if you are applying as a corporation, limited liability company or partnership. In addition, if your DBA is different than the applicant's name, please include the certificate as filed with the Secretary of State's (SOS) Office. In Montana, call (406) 444-3665 or go to <https://sosmt.gov> to register the new entity and DBA by mail or online.
4. A background check fee of \$30, personal history statement and two fingerprint cards for each individual with an ownership interest of 15% or more of the license. In certain circumstances, a representative for the licensee will require a background check. Go to your local law enforcement agency to be processed. (Local officials may charge a separate fee for this service).
5. Applicant's bank account agreement listing Federal Employer Identification Number or Social Security Number and authorized signers.
6. The *Alcoholic Beverage Control Division Authorization to Disclose Tax Information* form for each individual and entity that has an ownership interest of 15% or more, and for the current recorded licensee (seller). Please fax the completed form to Department of Revenue, Business Income Tax Division at (406) 444-6642. This form is available on our website at [MTRevenue.gov](#).

Mail to: Department of Revenue
Alcoholic Beverage Control Division
P.O. Box 1712
Helena, MT 59604-1712

Phone: (406) 444-6900
Fax: (406) 444-0722