

Nonuse Request/Resume Operations

Note: A licensee who is unable to maintain a "going establishment" (as defined in ARM 42.13.111), must submit a written request for the department's approval to close the establishment for a period longer than 90 days pursuant to ARM 42.13.108.

1. Name of Licensee(s)
2. Business Name
3. Account ID
4. License Number
5. Detailed Reason for Nonuse Request
Date when license stopped operating as a going establishment
Resume Operations
Verify Address of licensed premises
Was an alteration performed during nonuse? Yes No
Were there any changes made to your property ownership or lease during nonuse? Yes No
Declaration and Affidavit

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I declare under penalty of false swearing that I am the applicant or the duly authorized representative of the entity making this application, and that the responses provided, including any accompanying information, are true, correct and complete.

Signature	Date
Printed Name	Title

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 <u>TAP.DOR.MT.gov</u>. 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

<u>16-3-310, MCA</u>

ARM 42.13.107, ARM 42.13.108, and ARM 42.13.112