

TRANSFER PROCEDURES
ALCOHOLIC BEVERAGE LICENSE
REQUIRED DOCUMENTS CHECKLIST

- Application including 10-signature petition (all signatures notarized)
- \$175.00 Application Fee
- Advertising Fee – (Publication in the Times Record for 2 weeks)
- Criminal Records Verification – State of MD & FBI (\$37.25 each person)
Each applicant must be present to complete the forms and show valid photo ID
(Acceptable forms of ID include: State Driver's License, Passport, Military ID Card, Alien Registration Card, Certificate of Naturalization, Certificate of U.S. Citizenship)
- Consent Form to Transfer
- Release from Comptroller's Office on payment of Retail Sales Tax
(I will handle this part)
- Federal Employer Identification No. (FEIN) from the IRS – (800) 829-1040
Form SS-4 also available on website: www.irsustreas.gov
- Affidavit of Compliance with Bulk Transfers Act, Commercial Law Article, Title 6 *(this is not the same as the Bulk Transfer Permit)*
- Certification for Alcohol Awareness Program
Maryland TAM – (410) 760-3424
TIPS Program – (410) 822-2175 *presented by J.C. Dodd Distributing*
- Maryland Sales & Use Tax License (Comptroller's Office) – (800) 492-1751
Forms also available on website: www.marylandtaxes.com
- Copy of Federal "Special (Occupational) Tax" Stamp (Bureau of Alcohol, Tobacco and Firearms) – (800) 937-8864

If you sell alcoholic beverages as part of your business, you must register annually. Alcoholic beverages means distilled spirits, wine, beer, mixed drinks, and beer or wine coolers. The registration requirement applies to persons who sell on or off premises or who provide alcoholic beverages as part of the cost of an item or service. It applies even when you will not make a profit or when you are exempt from income tax.

There are exceptions to the registration requirement. If you sell alcoholic beverages only at bona fide fairs, reunions, picnics, carnivals, or similar outings, you do not need to register. In addition, if you are a fraternal, civic, church, labor, charitable, benevolent, or ex-servicemen's organization, you may sell on certain occasions of any kind of entertainment, dance, picnic, bazaar, or festival without registering.

Effective July 1, 2005, payment of Special Occupational Tax (SOT) by retailers is suspended, but the registration requirement remains. You must register by filing form TTB F 5630.5, Liquor Laws and Regulations for Retail Dealers of Alcoholic Beverage Products. You can print or download the form directly from their website at www.ttb.gov.

❖ **OVER PLEASE**

- State of Maryland Business (Traders) License (Clerk of Circuit Court) – (410) 479-1811
- Environmental Health Department Approval and copy of Food & Beverage Service Facility Permit – (410)-479-8045
- Articles of Incorporation or Articles of Organization (LLC)
- State certificate accepting Articles of Incorporation or Articles of Organization (LLC)
- Corporate Resolution outlining officers, directors & stockholders of the corporation or LLC Operating Agreement
- Bulk Transfer Permit (Alcohol & Tobacco Tax Division, Comptroller's Office) (\$100.00 fee) – (410) 260-7381
- Received and read copy of the Caroline County Rules & Regulations
- Workers Compensation Insurance Certificate – obtained from a private carrier or the Injured Worker's Insurance Fund (IWIF) @ (410) 494-2000 or a Certificate of Compliance from Workers' Compensation Commission (800) 492-0479 showing basis of exemption
- Contract of Sale/Lease Agreement
- Site Plan/Building Location Survey
(must show property lines, parking area and all buildings)
- Proof of 2-Year Residency in Caroline County *(if applicable)*
- \$75.00 Transfer Fee
- Old License upon receipt of new license

The alcoholic beverage license will not be issued to a partnership, to a corporation, or to a limited liability company, but only to individuals authorized to act for a partnership, corporation, or limited liability company who shall assume all responsibilities as individuals, and be subject to all of the penalties, conditions and restrictions imposed upon licensees under the provisions of the Tax-General Article that relate to the alcoholic beverage tax and the provisions of Article 2B.

PARTNERSHIP – the license shall be applied for and be issued to all the partners as individuals, all of whom shall have resided in Caroline County for a least 2 years prior to the application.

CORPORATION OR CLUB (incorporated or unincorporated) – the license shall be applied for by and be issued to three of the officers of that corporation or club, as individuals, for the use of the corporation or club, at least one of whom shall be a registered voter and taxpayer of Caroline County, and shall also have resided therein, at least two years prior to the application. *In the case of a corporation where there are less than three officers or directors of the corporation, all officers or directors shall make the application. In the event there are no officers or directors of a close corporation, at least one stockholder may make the application, if there is an affirmative vote of the stockholders holding a majority of the stock.*

LIMITED LIABILITY COMPANY – the license shall be applied for by and be issued to 3 of the authorized persons of that limited liability company, as individuals, for the use of the limited liability company, at least 1 of whom shall be a registered voter and taxpayer of Caroline County, and shall also have resided there at least 2 years before the application. *In the case of a limited liability company in which there are less than 3 authorized persons of the limited liability company, all authorized persons shall make the application.*

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