



## 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.

### 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 1-7.
- Request Temporary Operating Authority (see Section 4) if the premises has been licensed within the last year to sell beer and wine.
- Schedule a fire, building and health inspection of the premises at least two weeks prior to the tentative date of opening or completion.

#### Submit a Business Structure Change

To add an entity 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 10% to more than 10%.

- Complete and sign the eStop Master Application.
- Include the \$200 processing fee and \$27.25 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 2-7.

#### Relocate to a New Physical Location

- Complete and sign the eStop Master Application.
- Include the \$200 processing fee (see page 2 of the eStop Master License 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, 6 and 7.
- 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 License 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 Changed**

- 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, 6 and 7.
- Include the new entity's federal employers identification number (FEIN), registration document, meeting minutes and articles of organization documents.

**Death of a Licensee**

- 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, 4, 5 and 6.
- Include an original death certificate or court order document certifying the death of the individual with an ownership interest.
- Include a copy of the Last Will and Testament court document.
- Include a copy of the Personal Representative Appointment court document. An appointed conservator, trustee, executor or power of attorney court document is also acceptable.

**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, items 2, 4, 5 and 6.
- Include a copy of the court-filed divorce decree.
- Include a copy of the court-filed property settlement agreement.

**Gifting or Sale among Licensees** (The ownership interest will not change from less than 10% to more than 10% or an ownership interest is being removed from the license.)

- 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, items 2, 4, 5 and 6.
- Include a copy of the stock transfer document, which must show the individual or entity and the total issued share amount and percentage being transferred or gifted.

## 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 year and no building, health or fire deficiencies exist?

- Yes. Please enter the expected 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 will issue Temporary Operating Authority when we receive verification that the tax information of the current recorded licensee or seller is current. The current recorded licensee (seller) must provide the Liquor Division Authorization to Disclose Tax Information form to the department. This form is available on our website at <http://revenue.mt.gov/home/liquor/forms.aspx>. 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

All entities, except sole proprietorships, need to complete the following information for all shareholders, members or partners. (Please attach additional pages if necessary.)

### Please Print

1	Shareholder, Member or Partner Name	SSN
	Address	
	Date of Birth	Actual Number of Shares and % of Ownership
2	Shareholder, Member or Partner Name	SSN
	Address	
	Date of Birth	Actual Number of Shares and % of Ownership
3	Shareholder, Member or Partner Name	SSN
	Address	
	Date of Birth	Actual Number of Shares and % of Ownership
4	Shareholder, Member or Partner Name	SSN
	Address	
	Date of Birth	Actual Number of Shares and % of Ownership

### Officers and Directors (Use additional sheet of paper if necessary.)

1	Officer or Director Name	SSN
	Address	
	Date of Birth	Title
2	Officer or Director Name	SSN
	Address	
	Date of Birth	Title
3	Officer or Director Name	SSN
	Address	
	Date of Birth	Title
4	Officer or Director Name	SSN
	Address	
	Date of Birth	Title

## Section 6. Manager Information

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

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- This person or entity is a shareholder, member or partner.
- This person or entity was employed as a manager and a current management agreement is on file with the department.
- This manager was recently employed. Date of hire \_\_\_\_\_

Please include with your application a management agreement for this manager or management company. A Management Agreement form is available on our website at <https://svc.mt.gov/dor/eStopPortal/Default.aspx>. This form meets the requirement for ARM 42.12.132.

## Section 7. Required 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, 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 <http://sos.mt.gov/Business/Forms/index.asp> to register the new entity and DBA by mail or online.
4. A background check fee of \$27.25, personal history statement and two fingerprint cards for each individual with an ownership interest of 10% or more of the license. In certain circumstances, a representative for the licensee will require a background check. Please contact our office toll free at (866) 859-2254, (in Helena) at (406) 444-6900, and we will mail the fingerprint cards to you. Go to your local law enforcement agency to be processed. (Local officials may charge a separate fee for this service).
5. A bank account agreement having the applicant's name, Federal Employer Identification (FEIN) or social security number and authorized signatures.
6. The Liquor Division Authorization to Disclose Tax Information form for each individual and entity that has an ownership interest of 10% 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. The form is available on our website at <http://revenue.mt.gov/home/liquor/forms.aspx>.
7. If you have not registered your business with Alcohol and Tobacco Tax and Trade Bureau (TTB), all alcohol beverage dealers must file the TTB F 5630.5d form and mail it to the designated address on the form, or contact TTB's National Revenue Center at (800) 937-8864 or (513) 684-2979.