

Required Documents:

- Assumed Business Name filed with the Secretary of State's (SOS) Office. This can be obtained by completing the Registration or Renewal of Assumed Business Name Application on the Secretary of State's website at <http://sos.mt.gov/>. The assumed business name is the name on the sign outside your building or how you would answer the phone;
- Federal Employer Identification Number (FEIN) verification from the Internal Revenue Service (IRS). You can apply for an FEIN on the IRS website at <http://www.irs.gov/> by clicking on the link under Online Services;
- [Personal History Statement](#)(s), two (2) Fingerprint cards and the fee (see insert) for each individual involved in the ownership and management of the license;
- Documents verifying the applicant has possessory interest in the building where the business is operated, this can include items such as a lease, rental agreement, purchase option or finance agreement;
- Copy of all lease and related security agreements associated with the business proposed for licensing;
- Copies of all purchase documents and related guarantees, mortgages, and security agreements associated with the business proposed for licensing, and all bills of sale, deeds or other documents reflecting title transfer of assets purchased;
- Verification of source of funding for operating expenses as well as for capital contributions;
- Bank Signature Card for Business Bank Account;
- List of all operating, investment and other business accounts that includes: institution name, address, phone number, account number and signatory(Example: savings and checking accounts);
- Most recent financial statements reflecting the business operation;
- A Balance Sheet (listing all assets, liabilities and owner equity in the business);
- An Income Statement (listing all amounts and types of income and expenses for the business);
- Copy of the floor plan of the area to be licensed, using approximate dimensional measurements, including external dimensions and general layout – on an 8-1/2" x 11" sheet of paper. Note: On the floor plan you will need to clearly mark the areas where alcohol will be served, stored, sold and consumed, including but limited to the service bar. The floor plan must contain outside dimensions, the name of the establishment, physical address and date;
- Good Standing Certificates for all applicants, members, partners and shareholders. You can obtain these certificates by completing the [Good Standing Verification forms](#) and

sending to Montana Department of Revenue, Attn: Certificates, PO Box 5805, Helena, MT 59604-5805; or Fax completed forms to: (406) 444-6642; and

- Appropriate license fee for a new license (See Fee Schedule Below), a \$200 processing fee for all applications and a \$27.25 fingerprint card processing fee for all persons involved in the ownership and management of the license.