

Applicable Documents:

- *For Out-of-State/Country Applicants* – All individual applicants or sole proprietors are required to file an Application for Assumed Business Name to conduct business in the State of Montana with the Montana Secretary of State’s office (SOS). For Partnerships, LLP’s, Corporations or LLC’s you are required to register your entity with the Montana SOS by completing an Application for Certificate of Authority to conduct business in the State of Montana. You can obtain these forms on the SOS website at <http://sos.mt.gov/>
- *Partnerships* - Application and Certificate for Registration of the Partnership or Renewal of the Partnership filed with S.O.S (General Partnerships are not required to file with the S.O.S.).
- *LLC’s* - Articles of Organization as filed with S.O.S., organization minutes, Certificate of Fact and other member agreements.
- *Corporations, Companies, etc.* - Articles of Incorporation, By Laws, Certificate of Incorporation; Certificate of Existence or Authority to do Business in Montana, all organizational minutes, share issuance records, stock certificates (cancelled and newly issued), stock ledger or register.
- *Charitable, Religious, Veterans’ or Fraternal Organization* – Documents verifying date qualified for exemption, date local charter issued or post organized, address of National Headquarters and a copy of the organization or post charter.
- *Non-Profit Organizations* – Documents verifying qualification under 26 U.S.C. 501 (c)(3), (c)(4), (c)(8) or (c)(19).
- Management agreement(s), which must include the managers SSN or FEIN, name, date of birth, address, telephone number, amount of compensation and specific duties. Refer to [Administrative Rules of Montana \(ARM\) 42.12.132](#).
- [Secured Party Addition Form \(M-1\)](#) if you are using the license as collateral on a loan;
- [Secured Party Termination Form \(M-2\)](#) if you need to remove a secured party from the face of the license;
- The following information for each outstanding loan or financial obligation (institutional or non-institutional) obtained or used for the purpose of operating or purchasing this business:
 - Signed copies of all loans, agreements, contracts, notes, letter of commitment, and all related security agreements, guarantees and trust indentures. Note: [NIL Form 13](#) needs to be filed with the application if any lenders or other sources of financing are not state or federally regulated financial institutions. All non-institutional lenders or sources of financing need to also file the following documents:
 - [Personal History Statements](#); and
 - Two (2) Fingerprint Cards for each.

- Written lease for the assets associated with the licensed operation including furniture, fixtures and equipment utilized in operation of the business but not owned by the applicant;
- Menu for Restaurant Beer and Wine License and On-Premises Beer License with a Wine Amendment;
- Franchise Agreement (see definition);
- Concession Agreement (see definition);
- [Certified Survey Affidavit](#) (*ONLY for a New On-Premises License or Transfer of Location of On-Premises*);
- Any and all purchase documents for the license (*Only for Transfer of Ownership*);
- TTB Federal Basic Permit (*Only Wineries, Distilleries, Wholesalers & Distributors*);
- Brewers Notice (*Only Breweries*);
- Distributor Agreements (*Only Wineries, Importers and Breweries*);
- TTB COLA's (Certificate of Label Approval)(*Only Distilleries, Breweries, Wineries, and Importers*); and
- Signed copy of applicant's most recent filed state and federal income tax returns.