

On-premises, Manufacturer, Wholesaler, and Foreign Brewery Renewals

This guide provides licensees with important information when renewing licenses or registrations.

Renewal Requirements (due June 30)

- Fill out the license renewal application.
- Make the renewal payment.

How to Complete Your Renewal

- Online (Fastest way to receive the updated license):
 - Log into the [TransAction Portal](#) (TAP).
 - Choose the license account you wish to renew:
 - Select "Submit Renewals, Print Documents and View Payments"
 - Choose the current "On Premises, Brewery, Winery, or Distillery License Renewal"
 - Answer ALL questions completely and accurately.
 - Submit the license renewal application.
 - You must then choose "Make a Payment".
 - Choose "**RENEWAL payment**".
 - **Do not** choose license payment.
 - The payment will not be applied correctly.
 - This will delay the processing of the renewal.
 - Using TAP to pay for multiple licenses:
 - There are limitations when using the same credit card for multiple payments.
 - The system may limit credit card usage when paying for multiple license renewals that are the same amount. If your credit card payment will not go through after you have made multiple transactions you need to wait until the next business day.
 - When using TAP to submit your renewal, submit the payment first, and if there are no changes to the license, the license will be available through TAP within a few days of submission. Allow time for payment processing.
- Hard Copy or Paper Renewals (Very slow way to receive the updated license):
 - Fill out the renewal application completely and sign it.
 - Send the completed renewal application and a check for the amount listed on the renewal, and mail it to the address listed in the paperwork.
 - Wait for the new license to come in the mail (call if you do not receive your license).

Renewing a License or Registration



Fraternal, Veteran's and Non-Profit Licensees

- At least two officers or directors **must be listed** on the renewal.
- The officers or directors are individuals who have direct oversight of the alcoholic beverages license.
 - **You do NOT need to list every officer or director in your organization.**
 - List **ONLY** those who have direct oversight of the alcoholic beverages license.
- If the officer or director has direct oversight of the alcoholic beverages license, they must be vetted by the Cannabis & Alcohol Regulation Division (CARD). This includes the following:
 - Fingerprint cards
 - Background paperwork

What if my renewal or payment is later than June 30th?

- A license or registration is subject to a denial of renewal if a complete renewal application and payment are not received by June 30.
- When a license is not renewed by June 30, the licensee will receive a compliance verification letter (CVL) from an CARD Resolution Officer.
- You must resolve the denial of renewal action in the CVL in addition to submitting the renewal application and payment.

Need help filling out your renewal online? Click below to view our online tutorial:

[Alcoholic Beverage Licensee Video Tutorials - Montana Department of Revenue \(mtrevenue.gov\)](https://mtrevenue.gov/Alcoholic-Beverage-Licensee-Video-Tutorials)

Questions? [Contact an Alcohol Licensing Specialist](#)

All licensees must comply with all Federal and Montana alcoholic beverage laws and rules.

[16-4-401, MCA](#), [16-4-402\(3\), MCA](#), [16-4-407, MCA](#), [16-4-501, MCA](#).

5.2024 Please note that the information in department communications may have been modified, superseded, or made obsolete by changes in federal or state law or the Administrative Rules of Montana. If you need to verify the current validity of this fact sheet or have any questions, please contact us at DORABCD-O&E@mt.gov.

