

Nick Jordan, Secretary
Dean Reynoldson, Director

Sam Brownback, Governor

Dear Applicant:

Thank you for your interest in applying for a Kansas on-premise license liquor license, which allows the sale of alcoholic beverages for consumption on the licensed premise. All forms may be found on our website at:
<http://www.ksrevenue.org/abconprem.html>

Once you know the name of the establishment, your assigned customer representative can assist you. Find your customer representative on our website at: <http://www.ksrevenue.org/abcontact.html>

Application Packet

1. **Liquor License Application (ABC-800).** Include all supporting documentation as required.

Section 5 – Process Agent

Corporations and LLCs must have a Process Agent who is a US citizen for at least 10 years and a Kansas resident for at least 1 year.

Section 7 – Business Entity

- a. Corporation – Attach a copy of the Articles of Incorporation/By laws. Must be a Kansas corporation.
- b. LLC or LLP – Attach a copy of the Articles of Organization and Operating Agreement. Must be a Kansas LLC or LLP.
- c. General Partnership – Attach a copy of the Partnership Agreement.
- d. Individual Applicant.
- e. Trust – Attach a copy of the Declaration of Trust.

Section 9 – Premise Information

- a. Include a copy of your lease, deed or purchase agreement. Must be signed and in the correct entity name. (i.e. LLC, Partnership, Individual or Corporation).
2. **Financial Disclosure (ABC-801).** You must attach copies of bank statements, loan documents, etc. for verification of funding source for this business.
 3. **License Bond.** Amount – \$1,000.00. Please select one of the following:
 - a. Escrow Bond (LD-401). Original documents must be submitted.
 - b. Surety Bond (LD-400). Original documents must be submitted.
 - c. Cash Bond. Must be certified funds. For instructions, go to: <http://www.ksrevenue.org/forms-liqdrink.html> or you may contact the Miscellaneous Tax Segment at 785-368-8222, option #8 for assistance.
 4. **Premise Approval (ABC-806).** Must be taken to the city/county to complete the zoning section and apply the city/county seal. Original documents must be submitted.
 5. **Business Tax Application Booklet (KS-1216).** Check Liquor Drink tax and all other applicable tax types. Submit only the application form, CR-16.
 6. **Liquor Dealer Registration (TTB F 5630.5d).** Make two (2) copies of the completed form. Send the original to the address on the form. Send a copy of your completed form to ABC and keep a copy at the business location.

If you are purchasing an existing business, you must also submit the following:

1. Notice of Intent to Sell (ABC-811). This form is completed by the seller.
2. Request to Sell Inventory (ABC-812). This form is required if you are purchasing inventory from the seller and must be signed by the seller and the purchaser.
3. Bill of Sale.

Submitting your Application:

Before you submit your application, please complete the following checklist.

- | <u>Yes</u> | <u>No</u> |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> I have completed all the required forms listed above. |
| <input type="checkbox"/> | <input type="checkbox"/> I have reviewed the forms to ensure they are complete and signed. |
| <input type="checkbox"/> | <input type="checkbox"/> I have verified the ABC-806 has the city/county seal on the form. |
| <input type="checkbox"/> | <input type="checkbox"/> I have verified liquor sales are allowed in the city/county where my business will be located. |
| <input type="checkbox"/> | <input type="checkbox"/> I have attached all supporting documents required. i.e. – lease, deed, bank statements, loan documents, articles of organization and operating agreement, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> I have verified the lease, deed or purchase agreement is signed and in the correct entity name. |
| <input type="checkbox"/> | <input type="checkbox"/> I have included the correct license <u>and</u> registration fees. <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cashier's Check |