



Cereal Malt Beverage (CMB) Application Checklist

Application Type:

- Off-Premise Consumption (grocery stores, convenience stores, etc.)
- On-Premise Consumption (taverns, restaurants, etc.)
- Off-Premise **and** On-Premise Consumption (tavern or restaurant sells CMB for consumption on the premise and unopened packages for consumption off the premise) **Requires two applications and two licenses.**

CMB Application:

- The application is on the form prepared by the Office of the Kansas Attorney General as required by K.S.A. 41-2702(c). Cities/counties **cannot** create their own CMB license application form.
- I have verified the application is complete. This includes verifying the applicant has registered with the TTB as an Alcohol Dealer by completing and mailing the TTB F 5630.5d form (<http://www.ttb.gov/forms/f56305d.pdf>).
- I have collected the \$25 State CMB Stamp fee.
- I have attached the blue City/County CMB Stamp to the application.
- I have collected the appropriate annual license fee. The fees are:
 - On-Premise Consumption \$25 - \$200
 - Off-Premise Consumption \$25 - \$50

Kansas Retailer Sales Tax Registration Number:

Applicants must be registered with the Department of Revenue to collect and remit sales tax, which is then **distributed to your city or county**.

- The applicant has entered their sales tax number.
- The applicant does not have a Kansas Sales Tax Number, but has applied for one. I have written "applied for" on the upper left corner of the application.
- The applicant does not have a Kansas Sales Tax Number. I have instructed the applicant how to obtain their Kansas Business Tax Application (CR-16) and written "applied for" on the upper left of the application. To obtain the Kansas Business Tax Application, they may:
 1. Complete the Business Registration On-Line via the Kansas Business Center <http://www.kdor.ks.gov/Apps/kcsc/login.aspx>
 2. Download and print the application. <http://www.ksrevenue.org/pdf/cr16.pdf>
 3. Send an e-mail requesting the form to KDOR_Forms@ks.gov
 4. Call the Kansas Department of Revenue Forms Order Line at 785-296-4937

License

- I have issued the appropriate license and affixed the State CMB Stamp. *If the applicant is applying for both an on-premise and off-premise license, I have issued **two** licenses.*
- I have completed the "FOR CITY/COUNTY OFFICE USE ONLY" section.

Reporting CMB Stamp Sales to the ABC:**FILING:**

1. Complete your CMB Stamp Report (ABC-307) using the instructions provided with the form.
2. Attach the State copy of the red State Stamp to the form.
3. Attach copies of the approved application to the form.
4. Remit \$25 for each application by the 25th of the following month in which the license was issued.
5. **If you did not sell any CMB Stamps, you are not required to file to monthly report (ABC-307).**
6. Retain a copy of the completed report for your records.

To ensure the correct State CMB Stamp fees are received, please keep all approved applications until your report is due.