



Nick Jordan, Secretary
Dean Reynoldson, Director

Sam Brownback, Governor

Dear Applicant:

Thank you for your interest in applying for a Kansas Retailer's license, which allows the sale of alcoholic liquor in the original package for consumption off of and away from the licensed premise. All forms may be found on our website at: <http://www.ksrevenue.org/abcoffprem.html>

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

Prerequisite – all applicants must be a US citizen for at least 10 years **and** a Kansas resident for at least 4 years.

Application Packet

1. **Liquor License Application (ABC-800).** Include all supporting documentation as required.
Section 5 – Business Entity
 - a. Corporation – A corporation cannot own a Retailer's license.
 - b. General Partnership – Attach a copy of the Partnership Agreement.
 - c. LLC or LLP – Attach a copy of the Articles of Organization and Operating Agreement
 - d. 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 or Individual).
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 – \$2,000.00 Please select one of the following:
 - a. Escrow Bond (ABC-803). Original documents must be submitted.
 - b. Surety Bond (ABC-804). Original documents must be submitted.For questions about bonds, contact the Miscellaneous Tax Segment at 785-368-8222, option #8.
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. **Management Services Agreement (ABC-807).** *Applies only if you intend to have a management company operate your Retail Liquor Store.*
6. **Business Tax Application Booklet (KS-1216).** Check Liquor Enforcement tax and any other applicable tax types. Submit only the application form, CR-16.
7. **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. Submit page 1 for approval. Final inventory due at the time of sale.
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 completed 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 |