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. Additional information may be found on our website at: http://www.ksrevenue.gov/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.gov/abccontact.html

Apply/remit payment online at http://www.ksabconline.gov or you may print, fill out, then mail or hand-deliver the following forms along with your payment, to our office.

**Application Packet**

1. **Liquor License Application (ABC-800).** Include all supporting documentation as required.
   - **Section 2 – 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.

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:
   b. Surety Bond (LD-400). Original documents must be submitted.
   c. Cash Bond. Must be certified funds. You may contact the Miscellaneous Tax Segment at 785-368-8222, option #5 then option #4 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.

**Submitting your Application:**

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

- [ ] Yes  [ ] No
  - [ ] I have completed all the required forms listed above.
  - [ ] I have reviewed the forms to ensure they are completed and signed.
  - [ ] I have verified the ABC-806 has the city/county seal on the form.
  - [ ] I have verified liquor sales are allowed in the city/county where my business will be located.
  - [ ] I have attached all supporting documents required. i.e. – lease, deed, bank statements, loan documents, Articles of Organization and Operating Agreement, etc.
  - [ ] I have verified the lease, deed or purchase agreement is signed and in the correct entity name.
  - [ ] I have included the correct license and registration fees.  [ ] Check  [ ] Money Order  [ ] Cashier’s Check

ABC-859 (Rev. 08/19)