

Alcoholic Beverage Control  
109 SW 9th Street, 5th Floor  
PO Box 3506  
Topeka KS 66601-3506



Phone: 785-296-7015  
Fax: 785-296-7185  
Kdor\_abc.email@ks.gov  
www.ksrevenue.gov/abc.html

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.

#### **Section 5 – Process Agent**

Corporations and LLCs must have a Process Agent who is a Kansas resident for at least 1 year **and** a US Citizen.

#### **Section 7 – 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. 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.
3. Bill of Sale.

#### **Submitting your Application:**

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

Yes No

- |                          |                          |  |                                |   |
|--------------------------|--------------------------|--|--------------------------------|---|
| <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 |