

## KANSAS LIQUOR LICENSE OWNERSHIP INSTRUCTIONS

### **GENERAL INSTRUCTIONS**

Please complete all information. All questions must be answered fully and truthfully. Additional information may be found on our website at <http://www.ksrevenue.gov/abcindex.html>

**Do not** submit your renewal application to the ABC more than 60 days in advance of the license expiration date.

### **INSTRUCTIONS TO COMPLETE THE KANSAS LIQUOR LICENSE OWNERSHIP FORM (ABC-890):**

Applicants may apply for multiple licenses as permitted by law; however, the **ownership must be exactly the same for each of the licenses you are applying for.**

*NOTE – This form can be saved. We recommend that you save the form prior to entering information and continue to save information on a regular basis as you enter complete the form.*

### **Section 1 – Entity Corporate Structure:**

1. Enter your entity name and your FEIN.
2. Answer the questions regarding the legal entity.
3. **OWNERSHIP INFORMATION.** Complete all required information for each owner or officer and their spouse. Make sure that you check the box to indicate if the person is or is not the primary contact. If you are an out-of-state Fulfillment House license or Special Order Shipping license applicant you do not need to complete the ownership information.

### **Section 2 – Appointment of Process Agent With Power of Attorney:**

1. Complete the required information for the process agent and their spouse. If you are an out-of-state Fulfillment House license or Special Order Shipping license applicant you do not need to complete this section.

### **Section 3 – Background Qualifications:**

1. Questions apply to all applicants listed in Sections 1 and 2. For out-of-state Fulfillment House license or Special Order Shipping license applicants, questions apply to owners, officers and spouses of the entity.

### **Submitting Your Form:**

Once you have completed the form, you may digitally sign the form; or, print the form, sign, date the form and save it to your computer. Upload your completed form to your online application at <https://ksabconline.gov>

If you need assistance, please contact ABC licensing via email to [kdor\\_abc.licensing@ks.gov](mailto:kdor_abc.licensing@ks.gov) or by phone at 785-296-7015.



ENTITY NAME: \_\_\_\_\_ FEIN \_\_\_\_\_

**SECTION 1 – ENTITY CORPORATE STRUCTURE**

Is the applicant a municipal corporation?  Yes <sup>1</sup>(proceed to Section 2) <sup>1</sup>Requires Management Services Agreement (ABC-807)  
 No (proceed to next question)

Is this a publically traded company?  Yes (complete for corporate officers and spouses; and, anyone with 5% or more ownership)  
 No (complete ownership information below for all owners)

**\*Social Security Number.** Under the Federal Privacy Act, disclosure of a social security number in this application is voluntary. If no social security number is disclosed for each person listed in this application, a state issued driver's license number or government issued identification card number must be provided. Pursuant to K.S.A. 39-758 and 74-139, and amendments thereto, any social security number provided may be disclosed to the Director of Taxation and/or the Kansas Department for Children and Families (DCF) for child support enforcement purposes.

The following information must be provided on the applicant(s); individual owners; partners; all officers and directors (if a corporation or LLC); and anyone with a financial interest, **AND the spouses of all submitted persons.** (Attach additional pages as necessary). The percentage(s) of ownership must total 100%. Class A Clubs: officers enter a zero (0) in the % Ownership. Includes parent company.

**President or Equivalent** Primary Contact:  Yes  
 No

Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State	County	Zip Code	Daytime Phone
Marital Status: <input type="checkbox"/> Married (complete spousal information) <input type="checkbox"/> Single		Email Address				

**President or Equivalent Spousal Information**

Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State	County	Zip Code	Daytime Phone

**Vice President or Equivalent** Primary Contact:  Yes  
 No

Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State	County	Zip Code	Daytime Phone
Marital Status: <input type="checkbox"/> Married (complete spousal information) <input type="checkbox"/> Single		Email Address				

**Vice President or Equivalent Spousal Information**

Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State	County	Zip Code	Daytime Phone

**Secretary or Equivalent** Primary Contact:  Yes  
 No

Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State	County	Zip Code	Daytime Phone
Marital Status: <input type="checkbox"/> Married (complete spousal information) <input type="checkbox"/> Single		Email Address				

**Secretary or Equivalent Spousal Information**

Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State	County	Zip Code	Daytime Phone



ENTITY NAME: \_\_\_\_\_

FEIN \_\_\_\_\_

<b>Treasurer or Equivalent</b>					Primary Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name	First Name	Middle Name	Gender	Date of Birth	
Social Security Number*	Driver's License No.	DL State		% Ownership	
Address	City	State	County	Zip Code	Daytime Phone
Marital Status: <input type="checkbox"/> Married (complete spousal information) <input type="checkbox"/> Single			Email Address		
<b>Treasurer or Equivalent Spousal Information</b>					
Last Name	First Name	Middle Name	Gender	Date of Birth	
Social Security Number*	Driver's License No.	DL State		% Ownership	
Address	City	State	County	Zip Code	Daytime Phone

<b>Other</b>					Primary Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name	First Name	Middle Name	Gender	Date of Birth	
Social Security Number*	Driver's License No.	DL State		% Ownership	
Address	City	State	County	Zip Code	Daytime Phone
Marital Status: <input type="checkbox"/> Married (complete spousal information) <input type="checkbox"/> Single			Email Address		
<b>Other Spousal Information</b>					
Last Name	First Name	Middle Name	Gender	Date of Birth	
Social Security Number*	Driver's License No.	DL State		% Ownership	
Address	City	State	County	Zip Code	Daytime Phone

<b>Other 2</b>					Primary Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name	First Name	Middle Name	Gender	Date of Birth	
Social Security Number*	Driver's License No.	DL State		% Ownership	
Address	City	State	County	Zip Code	Daytime Phone
Marital Status: <input type="checkbox"/> Married (complete spousal information) <input type="checkbox"/> Single			Email Address		
<b>Other 2 Spousal Information</b>					
Last Name	First Name	Middle Name	Gender	Date of Birth	
Social Security Number*	Driver's License No.	DL State		% Ownership	
Address	City	State	County	Zip Code	Daytime Phone



ENTITY NAME: \_\_\_\_\_

FEIN \_\_\_\_\_

<b>Other 3</b>					Primary Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State	County	Zip Code	Daytime Phone
Marital Status: <input type="checkbox"/> Married (complete spousal information) <input type="checkbox"/> Single			Email Address			
<b>Other 3 Spousal Information</b>						
Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State	County	Zip Code	Daytime Phone

<b>Other 4</b>					Primary Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State	County	Zip Code	Daytime Phone
Marital Status: <input type="checkbox"/> Married (complete spousal information) <input type="checkbox"/> Single			Email Address			
<b>Other 4 Spousal Information</b>						
Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State	County	Zip Code	Daytime Phone

<b>SECTION 2 – APPOINTMENT OF PROCESS AGENT WITH POWER OF ATTORNEY</b> (Required for Corporations, LLCs and applicants who are not Kansas residents)						
<input type="checkbox"/> I am an out-of-state Special Order Shipping or Fulfillment House license applicant. (Proceed to Section 3).						
<i>NOTE: The Process Agent must be a Kansas resident and a United States citizen.</i>						
Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State <b>KS</b>	County	Zip Code	Daytime Phone
Marital Status: <input type="checkbox"/> Married (complete spousal information) <input type="checkbox"/> Single			Email Address			
Process Agent Signature			Date Signed	Printed Name		
<b>Process Agent Spousal Information</b>						
Last Name		First Name		Middle Name	Gender	Date of Birth
Social Security Number*		Driver's License No.		DL State		% Ownership
Address		City	State <b>KS</b>	County	Zip Code	Daytime Phone



ENTITY NAME: \_\_\_\_\_

FEIN \_\_\_\_\_

**SECTION 3 – BACKGROUND QUALIFICATIONS**

If the answer to any question is yes, provide explanation on separate page and attach to your application.

1. Has any person listed in Sections 1 and 2 been convicted of a felony in Kansas, in any other state, or under federal law? If yes, provide the following: State of conviction: _____ Case #: _____ Name of charge: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has any person listed in Sections 1 and 2 been convicted of a morals charge (prostitution; procuring any person; solicitation of a child under 18 for immoral act involving sex; possession or sale of narcotics, marijuana, amphetamines or barbiturates; rape; incest; gambling; adultery; or bigamy) in Kansas or any other state? If yes, provide the following: State of conviction: _____ Case #: _____ Name of charge: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has any person listed in Sections 1 and 2 had an alcoholic liquor or cereal malt beverage license revoked in Kansas or in any state? If yes, provide the following: State: _____ DBA Name: _____ Date of revocation: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is any person listed in Sections 1 and 2, not including spouses currently a law enforcement officer or non-elected official who supervises or appoints any law enforcement officer? If yes, explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
5a. Does any person listed in Sections 1 and 2 have an ownership interest in any other business licensed to sell alcoholic liquor in Kansas? If yes, provide the following (you may attach a list as required): DBA Name(s): _____ License/Permit #(s): _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
5b. Does any person listed in Sections 1 and 2 have an ownership interest in any other business licensed to sell cereal malt beverage in Kansas? If yes, provide the following: License #: _____ DBA Name: _____ CMB Stamp #: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is any person listed in Sections 1 and 2 not a US Citizen? If yes, explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
 Authorized Signature Date

\_\_\_\_\_  
 Printed Name Title

**Clear Form**