

KANSAS LIQUOR LICENSE APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

Please complete all information. All questions must be answered fully and truthfully. You may apply online at <http://ksabconline.org> or complete this form. Completed paper applications are submitted to the Alcoholic Beverage Control at the address on the form. **Application begins on page 2.** Additional information may be found on our website at: <https://www.ksrevenue.gov/abcindex.html>

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

APPLICATION PREREQUISITES

1. You are required to obtain a **Federal Employer Identification Number (FEIN)** prior to submitting your application for liquor licensure. For more information, go to: <http://www.irs.gov/>
2. You must obtain your standard Tax Clearance Certificate **prior to completing** your application for liquor licensure. Additional information is available on the Kansas Department of Revenue's website. View this information and request your tax clearance at: <https://www.ksrevenue.gov/taxclearance.html>

ADDITIONAL STATE TAXATION REQUIREMENTS – BUSINESS TAX REGISTRATION

Your business must be registered with the Kansas Department of Revenue to collect and pay all applicable taxes, including liquor drink, liquor enforcement, sales tax, withholding, etc.

To register, complete the <https://www.ksrevenue.gov/pdf/pub1216.pdf> and submit with your liquor license application; or, you may register online at <http://www.kdor.ks.gov/Apps/kcsc/login>

FINALIZING YOUR APPLICATION:

Additional documentation will be required. Visit <https://www.ksrevenue.gov/abcliqorlicensing.html> to locate all required documents needed for the license type you are applying for. Attach all required documentation to your application and the appropriate license fee(s), modernization fee(s) and application fee(s) for each license. You have the following options:

- a. pay the license fee, modernization fee and application fee in full; or,
- b. pay ½ the license fee and the entire modernization and application fees. **The remaining ½ of the license fee plus a 10% surcharge must be paid within one year or your license will automatically be cancelled.**
- c. make your check or money order payable to the "Kansas Department of Revenue". Submit your application and payment to the address on the form.

CONTACT INFORMATION:

Questions may be directed to the ABC Licensing Unit.

- Email: KDOR_ABC.Licensing@ks.gov
- Phone: 785-296-7015, press option #2



KANSAS LIQUOR LICENSE APPLICATION

ENTITY NAME: _____

FEIN: _____

SECTION 1 – LICENSE TYPES AND FEES (Check all that apply):

License Type (check all that apply)	License Quantity	Two Year License Fee	+	Modernization Fee Add Fee for Each License	Application Fee Add Fee for Each License		=	Total
<input type="checkbox"/> Class A Club (Fraternal/Veterans)		\$ 500	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Class A Club – Social (500 members or less)		\$ 1,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Class A Club – Social (over 500 members)		\$ 2,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Class B Club		\$ 2,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Caterer		\$ 1,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> DE/Caterer		\$ 3,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Drinking Establishment (DE)		\$ 2,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Hotel		\$ 6,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Hotel/Caterer		\$ 7,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Public Venue – up to 10,000 persons		\$ 5,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Public Venue – up to 25,000 persons		\$ 7,500	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Public Venue – more than 25,000 persons		\$ 10,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Retailer (limit of one license per person)		\$ 500	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Farm Winery		\$ 500	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Farm Winery Outlet		\$ 100	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Microbrewery		\$ 500	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Microbrewery – Packaging and Warehousing Facility		\$ 200	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Microdistillery		\$ 500	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Microdistillery – Packaging and Warehousing Facility		\$ 200	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Manufacturer – Alcohol and Spirits		\$ 5,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Manufacturer – Wine		\$ 1,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> New Beer and CMB Manufacturer		\$ 2,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30		=	\$
<input type="checkbox"/> Beer and CMB Manufacturer 1-100 Barrels		\$ 400	+	<input type="checkbox"/> \$20		<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Beer and CMB Manufacturer 100-150 Barrels		\$ 800	+	<input type="checkbox"/> \$20		<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Beer and CMB Manufacturer 150-200 Barrels		\$ 1,400	+	<input type="checkbox"/> \$20		<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Beer and CMB Manufacturer 200-300 Barrels		\$ 2,000	+	<input type="checkbox"/> \$20		<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Beer and CMB Manufacturer 300-400 Barrels		\$ 2,600	+	<input type="checkbox"/> \$20		<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Beer and CMB Manufacturer 400-500 Barrels		\$ 2,800	+	<input type="checkbox"/> \$20		<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Beer and CMB Manufacturer 500 or more Barrels		\$ 3,200	+	<input type="checkbox"/> \$20		<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Wine Distributor		\$ 2,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Beer Distributor		\$ 2,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Spirits Distributor		\$ 2,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Non-Beverage User Class 1 – up to 100 Gallons		\$ 20	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Non-Beverage User Class 2 – up to 1,000 Gallons		\$ 100	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Non-Beverage User Class 3 – up to 5,000 Gallons		\$ 200	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Non-Beverage User Class 4 – up to 10,000 Gallons		\$ 400	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Non-Beverage User Class 5 – over 10,000 Gallons		\$ 1,000	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Special Order Shipping		\$ 100	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Producer		\$ 200	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$
<input type="checkbox"/> Fulfillment House		\$ 50	+	<input type="checkbox"/> \$20	<input type="checkbox"/> New \$30	<input type="checkbox"/> Renew \$10	=	\$

Payment Option (check one): <input type="checkbox"/> License, modernization, and application fees in full. <input type="checkbox"/> 1 st half license fee plus entire modernization and application fees. 2 nd ½ license fee + 10% due in 1 year.	TOTAL FEES DUE	\$
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SECTION 2 – REASON FOR APPLICATION (check one):

- New License Application.
 - Must register for business taxes online or submit copy of Business Tax Application (KS-1216).
 - Out-of-state Fulfillment House and Special Order Shipping applicants only - must attach copy of filed Irrevocable Consent to Jurisdiction (ABC-160).
- Renewal License Application.
 - Enter license number: _____

SECTION 3 – BUSINESS ENTITY INFORMATION

1. Type of Ownership (check one):

- Sole Proprietor
- Corporation – New applicants only, attach a copy of the Articles of Incorporation and By Laws.
- General Partnership – New applicants only, attach a copy of the Partnership Agreement.
- LLC or LLP – New applicants only, attach a copy of the Articles of Organization and Operating Agreement.
- Trust – New applicants only, attach a copy of the Declaration of Trust.
- Municipal Corporation – Attach a copy of the Management Services Agreement (ABC-807).
- Government – (check one): City County State Federal
- Other: _____

2. Business Entity Name: _____ FEIN: _____

3. Business Contact Person: _____ Email: _____

4. Business Phone Number: _____

5. Business Entity Mailing Address: _____

City: _____ State: _____ Zip Code: _____

SECTION 4 – ABC CONTACT INFORMATION

1. Designated primary contact person for licensing questions (check one):

- Owner/Officer – Name: _____
- Process Agent
- Other Authorized Person –
Name: _____ Phone Number: _____ Email: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____

SECTION 5 – APPLICATION REQUIREMENTS

I have included the following:

- Tax Clearance certificate.
- Certificate of Good Standing or search results from the Secretary of State's website. Does not apply to Sole Proprietor.
- Application Ownership Information (ABC-890).
- On-Premise applicants only - Determination of Food Sales Requirements (ABC-891).
- Retailer applicants only - Determination of Retailers Sales Requirement (ABC-894).
- New applicants only - additional documentation may be required. Visit our website for locating the required documents for the license type you are applying for, <https://www.ksrevenue.gov/abcliqorlicensing.html>.



SECTION 6 – BUSINESS LOCATION INFORMATION

- Control of the proposed licensed premise. Does not apply to out-of-state Special Order Shipping and Fulfillment House applicants (check one):
 - Own the premise - New applicants only, attach a copy of the Deed. Deed must be in business entity name.
 - Purchasing the premise – New applicants only, attach a copy of the Purchase Agreement.
 - Lease the premise – New applicants only or renewal applicants with lease changes, attach a copy of the lease.
 - City or County owned premise with a beverage services agreement – Attach copy of Executed Agreement.
 - Stadium, arena, convention center, theater, museum, amphitheater, or other similar premise with a beverage services agreement – Attach a copy of Executed Agreement.
- Location DBA Name: _____
- Business Phone Number: _____
- Location Street Address: _____
 City: _____ State: _____ Zip Code: _____
- Location Contact Person: _____ Phone: _____ Email: _____

SECTION 7 – MANAGEMENT SERVICES DISCLOSURE

(Required for Retailers and Municipal Corporations Only) Does not apply to managers hired to work for your company.

- Will any person/entity other than the owner(s) or partners be engaged or contracted to have independent control of management or operational services? Yes No
 If yes, you must complete and attach the Management Services Information (ABC-807)

SECTION 8 – APPLICATION OATH

Under penalties of perjury, I declare the information contained in this document and all application materials represent a true, accurate, and complete disclosure of information.

I hereby authorize disclosure and investigation of my financial records, including those held by third parties, to duly authorized agents of the Director of Alcoholic Beverage Control (ABC) as necessary to determine qualification for licensure. I also authorize ABC to send communications to the e-mail address(s) provided on this form. Furthermore, if a Corporation, Municipal Corporation or LLC, I appoint the Process Agent with Power of Attorney identified, who is a United States citizen and a Kansas resident, upon whom process may be served in any action brought against it.

Signature of Applicant	Date
Printed Name	Title

ABC OFFICE USE ONLY

License Fee	Application Fee	Modernization Fee	Check	Associate Initials/Date
<input type="checkbox"/> Full Amount \$ _____ <input type="checkbox"/> 1 st Half Amount \$ _____	<input type="checkbox"/> \$30 New License <input type="checkbox"/> \$10 Renew License <input type="checkbox"/> \$30 New License <input type="checkbox"/> \$10 Renew License	<input type="checkbox"/> \$20 <input type="checkbox"/> \$20	<input type="checkbox"/> Check photocopied	