GENERAL INSTRUCTIONS

1. **APPLICATION FORM:** The form must be completed in its entirety. Please print neatly or type. Corporate applicants must also provide the signature of the authorized representative. Applicants must complete and sign the affidavit provided. Supplement forms A, B, and C are to be submitted with application. Supplement C must be completed by **each** Owner, Shareholder **and/or** Manager. Please submit a complete application with all required attachments at one time.
2. **LIQUOR CONTROL CODE:** All applicants are expected to review the Evanston Liquor Control Code and the Illinois State liquor codes before applying for a license. Information provided by staff and in written documentation is for informational purposes only and is not to be relied on in lieu of a full review of the liquor code.
3. **BACKGROUND INVESTIGATION FORM:** Each shareholder **and/or** site-manager must undergo a police background investigation that includes a fingerprint check through the Illinois State Police and the Federal Bureau of Investigation.

   To begin the process of the background check for each person:
   1. Pay the Fingerprinting Process Fee and make an appointment. You may pay **online** via credit card or by visiting the liquor permits page at www.cityofevanston.org/residents/permits-licenses.
   2. After you've paid online, you should a fingerprinting session by contacting Catalina De La Rosa at the Evanston Police Department at 847-866-5023.
   3. Bring the original receipt for $43.25 that you paid to the *City of Evanston* **AND** a valid photo I.D. to your fingerprinting appointment.

   *Note: Separate transactions are required for each person. Each establishment manager subsequently hired must submit to a fingerprint and background investigation.

4. **LIQUOR LIABILITY INSURANCE (Dram Shop):**
   - Each applicant must acquire Liquor Liability Insurance (Dram Shop) in the amount of $1,000,000.
   - City of Evanston is to be named as an additional insured with respect to the General Liability and Liquor Liability policies. Endorsements should **not** be pursuant to a written agreement.
   - Please review City of Evanston liquor code section 3-4-4 for further information.
   - Evidence of the insurance must be attached in the form of an ACORD Certificate of Insurance at the time of application submittal.
   - The ACORD Liquor Liability Insurance Certificate should name the City of Evanston as Certificate Holder and Additional Insured. Additional insured language must read exactly as follows: "***City of Evanston is an Additional Insured with respect to General Liability and Liquor Liability pursuant to City of Evanston code section 3-4-4".*** Licenses will not be granted if this exact language is not contained in the description of operations.
5. **SURETY BOND**
   - Each applicant is required to provide a surety bond in the amount of $2,500. Surety bonds can be acquired through your insurance agent or broker.
   - Such bond shall provide against any violation by the principal, his agents or employees of any of the terms of the City Code, rules and regulations now in force or which may hereafter be in force in the City affecting the operation of such business.
6. **OTHER DOCUMENTS AND INFORMATION REQUIRED**
   - Articles of Incorporation/Organization
     Evidence of Good Standing with State of Illinois
   - A copy of Dram Shop/Liquor Liability Insurance listing City of Evanston as Certificate Holder **AND** Additional Insured
   - BASSET Training Certification for all Site Managers and Owners
   - If a restaurant or other entity offering onsite consumption, a copy of the proposed menu
   - A copy of the applicants lease
   - Floor Plan of Liquor Establishment
   - Current business/food establishment license issued by the City of Evanston, (once received for new businesses)
   - A copy of your Illinois State Liquor License (once received for new businesses)
   - Listing of all goods, wares, and merchandise (if applicable)

DO NOT submit your application payment until it is approved by City Council

City of Evanston
Application for Liquor License

Date:	☐ New business ☐ Change of Ownership/Corporation ☐ Change of License Class	Liquor Class:	Initial license Fee:

1. APPLICANT

A. Corporation name:

B. Business name:

C. Previous business name (if *dba* changed):

D. Business address (city, state, zip code):

E. Business telephone:	F. Business website:	G. Business Email:	H. Illinois business tax number:

2. BUSINESS ESTABLISHMENT LOCATION INFORMATION

A. Address applying for liquor license (exact street address):	Evanston	Zip code:

B. Full description of the location including floor layout, specific floors, rooms, etc. (attach a site plan):

C. Is the business required to be located within the "Retail Package Store Area"?
☐ Yes ☐ No

If yes, is it located within the "Retail Package Store Area"?
☐ Yes ☐ No

3. BUSINESS TYPE & LIQUOR SERVICE INFORMATION

A. Business type: ☐ Restaurant ☐ Hotel ☐ Package Store ☐ Grocery Store ☐ BrewPub

☐ Craft Distillery ☐ Craft Brewery ☐ Craft Winery ☐ Other (explain):

Describe the nature of the business / kind of business:

Liquor to be served and/or sold: ☐ Alcoholic liquor ☐ Beer & Wine only ☐ Beer Only ☐ Wine only

Days and times liquor is served:
☐ Sunday to ☐ Monday to ☐ Tuesday to ☐ Wednesday to
☐ Thursday to ☐ Friday to ☐ Saturday to

Liquor will served or sold by:
☐ Glass ☐ Bottle ☐ Can ☐ Waitstaff *and/or* ☐ Over the counter

4. BUSINESS SPECIFIC INFORMATION (for restaurants)	
A. Does the applicant seek to sell and/or serve liquor upon the premises of a restaurant? If your response is "No," skip this section and proceed to section 5.	☐ **yes** ☐ **no**
B. Does the restaurant premises maintain and conduct business to the public as an establishment where meals are actually and regularly served?	☐ **yes** ☐ **no**
C. Does the restaurant provide adequate and sanitary kitchen and dining room equipment and capacity, with sufficient employees to prepare, cook, and serve suitable food? D. How many tables are or will be in the restaurant? What is the seating capacity?	☐ **yes** ☐ **no**
E. Is there an existing or proposed menu? If your response is "no", please create a proposed menu before applying. If your response is "Yes," please attach the menu.	☐ **yes** ☐ **no**
F. Does the restaurant currently hold or has applied for a City of Evanston food license? If your response is "Yes," what is the expected issue date?	☐ **yes** ☐ **no**

5. BUSINESS SPECIFIC INFORMATION (for hotels)	
A. Does the applicant seek to sell and/or serve liquor upon the premises of a hotel? If your response is "No," skip this section and proceed to section 6.	☐ **yes** ☐ **no**
B. Does the hotel premises maintain and conduct business to the public as an establishment where meals are actually and regularly served?	☐ **yes** ☐ **no**
C. Does the hotel provide adequate and sanitary kitchen and dining room equipment and capacity, with sufficient employees to prepare, cook, and serve suitable food?	☐ **yes** ☐ **no**
D. Does the hotel have at least 50 regular rooms for transients?	☐ **yes** ☐ **no**
E. Does the hotel currently hold or has applied for a City of Evanston food license? If your response is "Yes," what is the expected issue date?	☐ **yes** ☐ **no**

6. BUSINESS SPECIFIC INFORMATION (for package stores)	
A. Does the applicant seek to sell liquor upon the premises of a package store? If your response is "No," skip this section and proceed to section 7.	☐ **yes** ☐ **no**
B. Is the package store premises located in the "retail package store area" as defined by the attached map?	☐ **yes** ☐ **no**
C. Is the package store used only for retail sale of alcoholic liquor in original packages to persons at least 21 years of age for consumption off the premises?	☐ **yes** ☐ **no**
D. Has the applicant reviewed the Liquor Code definition of a "package store"?	☐ **yes** ☐ **no**

7. BUSINESS SPECIFIC INFORMATION (for grocery stores)	
A. Does the applicant seek to sell and liquor upon the premises of a grocery store and/or combination store? If your response is "No," skip this section and proceed to section 8.	☐ **yes** ☐ **no**
B. Does the grocery store premises consist of a grocery store and combination store under one roof?	☐ **yes** ☐ **no**
C. Does the grocery store provide a minimum of 12,000 square feet of production, preparation, and display for product sales? Approximately how many square feet are provided? sq.ft.	☐ **yes** ☐ **no**
D. Does the grocery store currently hold or has applied for a City of Evanston food license? If your response is "Yes," what is the expected issue date?	☐ **yes** ☐ **no**

8. BUSINESS SPECIFIC INFORMATION (BrewPub)	
A. Does the applicant seek to sell and liquor upon the premises of a BrewPub? If your response is "No," skip this section and proceed to section 9.	☐ **yes** ☐ **no**
B. Does the brewpub premises maintain and conduct business to the public as an establishment where meals are actually and regularly served?	☐ **yes** ☐ **no**
C. Does the brewpub provide adequate and sanitary kitchen and dining room equipment and capacity, with sufficient employees to prepare, cook, and serve suitable food?	☐ **yes** ☐ **no**
D. How many tables are or will be in the brewpub? ____ What is the seating capacity? ____	
E. Is there an existing or proposed menu? If your response is "no", please create a proposed menu before applying. If your response is "Yes," please attach the menu.	☐ **yes** ☐ **no**
F. Does the brewpub currently hold or has applied for a City of Evanston food license? If your response is "Yes," what is the expected issue date? _____ If "no" provide date when you will apply: _____	☐ **yes** ☐ **no**

9. BUSINESS SPECIFIC INFORMATION (Craft Distillery)	
A. Does the applicant seek to sell and liquor upon the premises of a Craft Distillery? If your response is "No," skip this section and proceed to section 10.	☐ **yes** ☐ **no**
B. Does the craft distiller possess a valid craft distiller license from the State of Illinois? If "No", Please provide date you intend to obtain you license: _____	☐ **yes** ☐ **no**
C. Does the craft distiller intend to have a tasting room? If "Yes", What is the seating capacity? ____	☐ **yes** ☐ **no**
D. Has the applicant reviewed the Liquor Code definition and class description of a "craft distiller"?	☐ **yes** ☐ **no**

10. BUSINESS SPECIFIC INFORMATION (Craft Brewery)	
A. Does the applicant seek to sell and liquor upon the premises of a Craft Brewery? If your response is "No," skip this section and proceed to section 11.	☐ **yes** ☐ **no**
B. Does the craft brewery possess a valid craft distiller license from the State of Illinois? If "No", Please provide date you intend to obtain you license: _____	☐ **yes** ☐ **no**
C. Does the craft brewery intend to have a tasting room? If "Yes", What is the seating capacity? ____	☐ **yes** ☐ **no**
D. Does the craft brewery intend to offer retail sale of beer for on site consumption? If "Yes" you must offer food service. Please upload a proposed menu.	☐ **yes** ☐ **no**
E. Is there an existing or proposed menu? If your response is "Yes," please attach the menu.	☐ **yes** ☐ **no**
F. Does the craft brewery currently hold or has applied for a City of Evanston food license? If your response is "Yes," what is the expected issue date? _____	☐ **yes** ☐ **no**
G. Has the applicant reviewed the Liquor Code definition and class description of a "craft brewery"?	☐ **yes** ☐ **no**

11. BUSINESS SPECIFIC INFORMATION (Craft Winery)	
A. Does the applicant seek to sell and liquor upon the premises of a Craft Winery? If your response is "No," skip this section and proceed to section 12.	☐ **yes** ☐ **no**
B. Does the craft winery possess a valid craft distiller license from the State of Illinois? If "No", Please provide date you intend to obtain you license: _____	☐ **yes** ☐ **no**
C. Does the craft winery intend to have a tasting room? If "Yes", What is the seating capacity? ____	☐ **yes** ☐ **no**
D. Does the craft winery intend to offer retail sale of beer for on site consumption? If "Yes" you must offer food service. Please upload a proposed menu.	☐ **yes** ☐ **no**
E. Is there an existing or proposed menu? If your response is "Yes," please attach the menu.	☐ **yes** ☐ **no**
F. Does the craft winery currently hold or has applied for a City of Evanston food license? If your response is "Yes," what is the expected issue date? _____	☐ **yes** ☐ **no**
G. Has the applicant reviewed the Liquor Code definition and class description of a "craft winery"?	☐ **yes** ☐ **no**

12. PREMISES OWNERSHIP INFORMATION	
A. Does the corporation own the premises for which this liquor license is being sought? If your response is "Yes," attach a copy of ownership and proceed to section 13.	☐ **yes** ☐ **no**
B. Does the corporation possess a lease on such premises covering the full period for which such liquor license is sought?	☐ **yes** ☐ **no**
C. What is the period covered by the lease? _____ to _____	
D. What is the name of the Landlord? _____	
E. What is the address of the Landlord? *(please include city, state, and zip code.)* _____	

13. ELIGIBILITY QUESTIONS	
A. Has the owner or any relative had a business or liquor license revoked?	☐ **yes** ☐ **no**
B. Is the owner *disqualified* to receive a license by reason of any matter or thing contained in Title 3, Chapter 4 of the City of Evanston Code, other ordinance, and laws of the State of Illinois or other ordinances of the City of Evanston?	☐ **yes** ☐ **no**
C. Does the owner *agree* not to violate any laws of the State of Illinois, or of the United States, or any ordinance of the City of Evanston in the conduct of his or her place of business?	☐ **yes** ☐ **no**
D. Does the owner/officer (s) owe any debt or unpaid tax to the City of Evanston? If yes, explain:_____	☐ **yes** ☐ **no**
E. Has the owner received assistance in preparing this application? If the response is "Yes," please provide the information below. **name** **address** **telephone** **relationship**	☐ **yes** ☐ **no**

I, the Applicant and/or duly appointed representative, have reviewed the prepared application and accept it as true and correct to the best of my knowledge. I agree to report any changes to the contents of this application, whether they occur before or after a license is issued, to the City of Evanston within 30 days. I agree to notify the City of Evanston of any and all changes in corporate stockholder shares, corporate officers and directors. **Further, I understand that the liquor license issued is not transferrable. It is understood that the acceptance and deposition of the fee herein tendered *does not* constitute acceptance of the liquor license application.**

_____ _____

Signature of Applicant *Date*

City of Evanston
Liquor License Application

AFFIDAVIT

State of)
) SS
County of)

The undersigned hereby makes application for a Class _____ liquor license. I / we swear (or affirm) that I / we will not violate any of the ordinances of the City of Evanston or laws of the State of Illinois or the laws of the United States of America in the conduct of the place of business described herein; that I have read and understand Title 3, Chapter 4 of the Evanston City Code; and that the statements contained in this application are true and correct.

_____
Signature of Applicant

_____
Signature of Applicant

Subscribed and sworn to before me
this day of _____, 20_____,

(seal)

_____
Notary Public

CORPORATE INFORMATION FORM

(Supplement A)

Applicants must file business with Secretary of State:		
Name of Corporation/Partnership:		
Corporate Address:		
Corporate Ph #:	Corporate Email:	FEIN:

Business Status:	
Date Corporation/Partnership was Organized:	
State Articles of Incorporation/Organization filed:	
Date Articles of Incorporation/Organization **filed** with Secretary of State:	
Date Certification of Incorporation/Organization was **issued** by Secretary of State:	
Are there any amendments to Articles of Incorporation? ☐ Yes ☐ No *(if yes, provide date filed)*	Date Amendment Filed
What are the total shares of stock created by this Corporation?	

H. List stockholders with 5% or more in holdings *(corporations with a long list, attach copy of list)*:

Name	**Percentage of Stock**

Has Corporation attached an **organization chart**/listing with Names, Title, Address and Percentage of Stock of Corporation officers and directors? If no, explain:	☐ Yes	☐ No
Has the Corporation attached evidence of **Good Standing** with the State of Illinois? If no, explain:	☐ Yes	☐ No
Has the Corporation attached a file-stamped copy of **Articles of Incorporation/organization**? If no, explain:	☐ Yes	☐ No
Explain any existing options & names of persons concerned as they pertain to purchase or acquire stock at a future date:		
What is the objective of Corporation?		
Has a *Shareholder and/or Site Manager Background Form* been completed for each person holding (5%) or more stock in this corporation?	☐ Yes	☐ No

CITY OF EVANSTON
Cook County, Illinois

CORPORATE SURETY BOND
(Supplement B)

Surety Bond #: _____

KNOW ALL MEN BY THESE PRESENTS, THAT THE UNDERSIGNED, _____

of the City of _____, County of _____, and State of _____, a corporation organized and existing under the laws of the State of _____, as Principal and _____, organized and existing under the law of the State of _____, and licensed to do business in of the City of Evanston, County of Cook, and State of Illinois, hereinafter called the sureties, are held and firmly bound unto the City of Evanston, a municipal corporation, in the sum of TWENTY-FIVE HUNDRED AND NO/100 DOLLARS ($2,500) for the payment whereof to the City of Evanston, the principal and said sureties bind themselves, their heirs, executors, administrators, and assigns jointly and severally firmly by these presents. Signed, sealed, and dated this _____ DAY OF _____, 20_____.

WHEREAS the above named principal has been granted a license as an alcoholic liquor dealer by the Liquor Control Commissioner of the City of Evanston under the provision of the Title 3, Chapter 4, relating to the Sale of Alcoholic Liquor, of the Municipal Code of the City of Evanston, recodified January 2014, and amendments thereto, which license will expire on the _____ DAY OF_____, 20_____.

NOW, THEREOF, the Condition of the foregoing obligation is such that if the said principal, his agents and employees, shall comply with all the provisions of Title 3, Chapter 4, of the Municipal Code of the City of Evanston hereinbefore described, and any and all other ordinances of the City of Evanston relating to the operation of the business of Alcoholic Liquor, as defined in said ordinance; and if said principal, his agents or employees shall not violate said ordinance or any ordinances, rules or regulations now in force or which may hereafter be in force in the City of Evanston affecting the operation of said business, then this obligation shall be void; otherwise it shall remain in full force and effect.

PRINCIPAL

Signed, sealed, and dated this _____ DAY OF _____ , 20_____.

By:

Title: *(affix seal)*

State of)
)
County of)

SURETIES

Signed, sealed, and dated this _____ DAY OF_____ , 20_____.

By: By:

Title: Title:

State of) State of)
))
County of) County of)

(affix seal) *(affix seal)*

State of)
) SS
County of)

ACKNOWLEDGEMENT OF CORPORATE SURETY

The foregoing instrument was acknowledged before me
by _____

this _____ day of _____ , 20_____.

_____
Notary Signature *(affix seal)*

SHAREHOLDER and/or SITE MANAGER BACKGROUND FORM

(Supplement C)

Managers and all parties holding a five percent (5%) or greater interest in the place of business, partnership, or corporation must complete this background form:

Corporation/Partnership Name:

Business Name:

PERSONAL INFORMATION

First Name:	Last Name:	Middle Initial.

Title:
☐ Sole Owner ☐ Partner ☐ Corp Officer ☐ Site Manager ☐ Director ☐ Other: (_____)

% of Stock Ownership:

Current Residential Address:	Suite/Apt.:	City:	State:	Zip:

Home Phone:	Work Phone:	Cell Phone:	E-mail:

Date of Birth (MM/DD/YYYY):		Place of Birth (City, State and Country):

Are you a citizen of the United States? ☐ Yes ☐ No, I am a citizen of:

Naturalized Citizen: ☐ Yes ☐ No

Naturalization Information:
Date: City: State: County:

RESIDENCE/ADDRESS HISTORY (list your present or most recent residence first)

1. Address:	City:	State:	Zip:
2. Address:	City:	State:	Zip:
3. Address:	City:	State:	Zip:

EMPLOYMENT HISTORY (list your present or most recent employer first)

1. Name of Employer/Business:	Position:	Start Date:	End Date:

Address (City, State, Zip):

Telephone:	Reason for Leaving:

2. Name of Employer/Business:	Position:	Start Date:	End Date:

Address (City, State, Zip):

Telephone:	Reason for Leaving:

3. Name of Employer/Business:	Position:	Start Date:	End Date:

Address (City, State, Zip):

Telephone:	Reason for Leaving:

ADDITIONAL INFORMATION:

A. If you are a Manager, are you BASSET (Beverage Alcohol Sellers and Servers Education and Training) certified?

- If yes, please attach a copy of your BASSET certification. ☐ N/A
- If no, when do you expect to complete BASSET certification: _____ ☐ Yes ☐ No

B. Have you completed the fingerprint/background check process with the City of Evanston? ☐ Yes ☐ No
- If no, when do you expect to submit fees and fingerprints? _____

C. Have you ever been convicted of violating a Local City Code, in any jurisdiction? ☐ Yes ☐ No

D. Have you ever forfeited an appearance bond for any Federal, State, or Local violations? ☐ Yes ☐ No

E. Has any license previously issued to you by Federal, State, or Local authorities been revoked? ☐ Yes ☐ No

F. Were you ever convicted of a felony? ☐ Yes ☐ No
If yes, please provide date, details and final disposition.

G. Were you ever arrested or convicted of any alcohol/drug related violation, including but not limited to, driving under the influence (DUI)/driving while intoxicated (DWI), public intoxication, or underage consumption of alcohol? ☐ Yes ☐ No

If yes, please provide date, location, details regarding the violation, and final disposition.

H. Have you had a liquor license in any other jurisdiction. ☐ Yes ☐ No
If Yes, set forth all details regarding same.

If you have answered "Yes" to (C), (D), (E) (F) (G) or (H), attach a summary of explanation which include date and place of forfeiture, convictions and/or revocation.

WAIVER AND RELEASE STATEMENT

Please read these statement carefully and be aware by agreeing to allow the City of Evanston to investigate your residential, employment, and criminal background, you will be waiving and releasing all claims for damage you might sustain arising out of the criminal background check and review, which include fingerprinting.

I AUTHORIZE an investigator or other duly accredited representative of the City of Evanston or its agent to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, retail business establishments, or other sources of information. This information may include, but is not limited to, my residential, achievement, performance, attendance, disciplinary, and employment history. I specifically authorize an investigation regarding my criminal history.

I AUTHORIZE custodians of records and other sources of information pertaining to me to release such information upon request of the investigator or other duly accredited representative of the City of Evanston or its agents authorized above, regardless of any previous agreements to the contrary.

I WAIVE and relinquish all claims I may have against the City of Evanston and its officers, agents, servants, and employees, as a result of participating in this background check.

I had my legal counsel review this application prior to submission ☐ YES ☐ NO

I SWEAR (OR AFFIRM) that the statements contained herein are true and correct. I understand that a liquor license is a personal privilege, not a right. I shall not violate any of the ordinances of the City of Evanston or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; and that I have read, understand, and shall abide by Title 3, Chapter 4 of Evanston City Code, the Liquor Control Regulations for the City of Evanston. I understand and agree that if I violate any local or state ordinance regarding alcohol sales, consumption, or possession, while I have an Evanston liquor dealer's license that said license may be revoked or suspended. I understand and agree that pursuant to Section 3-4-17 of the City Code, that I am strictly liable for every act or omission of violation of Title 3, Chapter 4 of the City Code or the Illinois Liquor Control Act. If any information submitted on this application is found to be untruthful, I understand and agree that my license application may be rejected. I understand and agree that I am responsible for the payment of court reporter fees if a license suspension/revocation hearing is convened relative to my license, and that if I fail to pay such fees (if any), my license (if granted) shall not be renewed. I understand that if my license is granted, that the renewal privilege granted in Title 3, Chapter4 of the City Code shall not be construed as a vested right.

_____

Shareholder/Site Manager Signature Date

State of _____)
) SS.
County of _____)

Subscribed and Sworn to before me this _____ day of _____, 20_____.

_____

Notary Signature (seal)

City of Evanston
Liquor License Application Checklist
This checklist will assist you in submitting a complete application packet:

(Check items to confirm they are attached)	√	For Office Use Only
• Application	☐	
• Application Fee	☐	
• Fingerprinting Processing Fee(s)	☐	
• Corporate Information Form	☐	
• Corporate Officers Listing	☐	
• Organization chart	☐	
• Articles of Incorporation/Organization	☐	
• Evidence of Good Standing with State of Illinois	☐	
• Shareholder and/or Site Manager Background Form and Reference Sheet	☐	
• Corporate Surety Bond Form	☐	
• Dram Shop Insurance / Liquor Liability Certification listing City of Evanston as Certificate Holder **AND** Additional insured	☐	
• Menu	☐	
• Floor Plan of Establishment	☐	
• Listing of goods, wares, and merchandise currently on hand (if applicable)	☐	
• Current business/food establishment license issued by the City of Evanston (if applicable)	☐	
• List of existing Illinois State and Local retail liquor license *(include license type, business name, address, City, and State)* (if applicable)	☐	
• Lease Agreement or Proof of Property Ownership	☐	
• BASSET Certification Acquired or Pending	☐	

Liquor Tax Acknowledgment Form

A tax is hereby levied and imposed upon the privilege of purchasing beverages containing alcoholic liquor at a lawfully licensed liquor dealer in the City for consumption on or off the premises at the rate of six percent (6%) of the purchase price, exclusive of any other tax charged for such alcoholic liquor.

All Home Rule Taxes have a standardized due date of the 20th day following the month in which the taxable activity occurred. A Home Rule Tax return is required even if no sales were made for the month. All late forms are assessed a 10% penalty on the principal amount due per month.

Monthly liquor tax returns can be submitted online, in-person or via mail.

I acknowledge I have read the above statement

_____ _____

Print Name Date

_____

Signature