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**ALCOHOL AND TOBACCO COMMISSION****Nonrule Policy ATC #18**

**1. NOTICE:** Under [IC 4-22-7-7](#), this document is required to be published with the Indiana Register and is effective on its date of publication. It shall remain in effect until the date it is superseded or deleted by the publication of a new document in the Indiana Register. The publication of the document will provide the general public with information about the Alcohol and Tobacco Commission's (ATC) official position concerning a specific issue.

**2. DISCLAIMER:** This nonrule policy is being established by the ATC consistent with the authority under [IC 4-36-3-3](#) and [IC 4-36-3-4](#). It is intended solely as guidance and shall be used in conjunction with applicable rules or laws. It does not replace applicable rules and laws, and, if it conflicts with these rules or laws, the rules or laws shall control.

**3. AUTHORIZED:** David E. Cook, Chairman

**4. SUPERSEDES:** New

**5. SUBJECT:** The purpose of this nonrule policy is to implement a uniform procedure for applications, either new or renewal, and the associated fees of a person's annual type II gaming endorsement.

**6. SCOPE:** The commission shall charge a fee of two hundred fifty dollars (\$250) for the initial annual retailer's endorsement. The fee for a person's renewal of an annual retailer's endorsement is a graduated fee based on the person's adjusted gross revenues the previous year.

**7. POLICY:**

7.1 Pursuant to [IC 4-36-4-5\(a\)\(1\)](#), the fee for an initial annual type II gaming retailers endorsement is two hundred fifty dollars (\$250).

7.2 Pursuant to [IC 4-36-4-5\(b\)\(1\)](#), the fee for a renewal annual type II gaming retailers endorsement is graduated based on the applicant's adjusted gross revenues the previous year.

7.3 An application will be considered a renewal application, and the graduated fees under [IC 4-36-4-5\(b\)\(1\)](#) will apply, if the person applies up to one (1) year immediately following the expiration of the type II gaming endorsement.

7.4 An application will be considered a new application, and the two hundred fifty dollars (\$250) initial application fee will apply, if the person applies more than one (1) year after the expiration of the type II gaming endorsement.

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