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### Renewal Application Online Checklist – Retailer

Required for initial submission:

- Fees by credit card:
- Renewal fee
- If renewal or applying for a Supplemental Catering permit, \$150 fee
- If submitting application as a Power of Attorney for someone else, Alcohol and Tobacco Commission Limited Power of Attorney [State Form 54651]
- If licensed premises managed by someone other than the owner, Manager’s Questionnaire signed by the manager and owner [State Form 40767]
- If any convictions since last renewal, document listing criminal convictions since last renewal for all persons having an interest in this renewal, including conviction, court, date, and sentence information, if applicable
- Document listing other permit numbers for all persons having an interest in this application (*May be typed into application or uploaded as a separate document*)

Required before permit can be issued:

- Property Tax Clearance Schedule, signed and embossed by County Treasurer [State Form 1462]

If submitting less than 90 days preceding expiration date:

- A Request for Extension and \$200 fee may be submitted after the online after the renewal is submitted online
  - If expired for 30 days or more, prior to an extension being issued, a new floorplan approval will need completed by Excise Police, if the floorplan has changed since last approved by Excise Police. If a floorplan has not changed since last approved by Excise Police, a floorplan affidavit can be completed instead, per Nonrule Policy ATC #26. <http://iac.iga.in.gov/iac/20190925-IR-905190493NRA.xml.html>

## Renewal Application Online Checklist – Dealer

### Required for initial submission:

- Fees by credit card:
- Renewal fee
- If submitting application as a Power of Attorney for someone else, Alcohol and Tobacco Commission Limited Power of Attorney [[State Form 54651](#)]
- If licensed premises managed by someone other than the owner, Manager's Questionnaire signed by the manager and owner [[State Form 40767](#)]
- If any convictions since last renewal, document listing criminal convictions since last renewal for all persons having an interest in this renewal, including conviction, court, date, and sentence information, if applicable
- Document listing other permit numbers for all persons having an interest in this application (*May be typed into application or uploaded as a separate document*)

### Required before permit can be issued:

- Property Tax Clearance Schedule, signed and embossed by County Treasurer [[State Form 1462](#)]

### If submitting less than 90 days preceding expiration date:

- A Request for Extension and \$200 fee may be submitted after the online after the renewal is submitted online
  - If expired for 30 days or more, prior to an extension being issued, a new floorplan approval will need completed by Excise Police, if the floorplan has changed since last approved by Excise Police. If a floorplan has not changed since last approved by Excise Police, a floorplan affidavit can be completed instead, per Nonrule Policy ATC #26. <http://iac.iga.in.gov/iac/20190925-IR-905190493NRA.xml.html>

Renewal Application Online Checklist – Wholesaler/Distributor or Manufacturer

Required for initial submission:

- Fees by credit card:
- Renewal fee
- If submitting application as a Power of Attorney for someone else, Alcohol and Tobacco Commission Limited Power of Attorney [[State Form 54651](#)]
- If licensed premises managed by someone other than the owner, Manager's Questionnaire signed by the manager and owner [[State Form 40767](#)]
- If any convictions since last renewal, document listing criminal convictions since last renewal for all persons having an interest in this renewal, including conviction, court, date, and sentence information, if applicable
- Document listing other permit numbers for all persons having an interest in this application (*May be typed into application or uploaded as a separate document*)
- If a Farm Winery or Artisan Distiller, a copy of your state and federal excise tax returns

Required before permit can be renewed:

- Property Tax Clearance Schedule, signed and embossed by County Treasurer [[State Form 1462](#)] (*Not required for out-of-state farm winery or direct wine seller*)

If submitting less than 90 days preceding expiration date:

- A Request for Extension and \$200 fee may be submitted after the online after the renewal is submitted online
  - If expired for 30 days or more, prior to an extension being issued, a new floorplan approval will need completed by Excise Police, if the floorplan has changed since last approved by Excise Police. If a floorplan has not changed since last approved by Excise Police, a floorplan affidavit can be completed instead, per Nonrule Policy ATC #26. <http://iac.iga.in.gov/iac/20190925-IR-905190493NRA.xml.html>

### Change of Ownership or Officers of an Entity on an Existing Alcohol Permit

- Disclosure of Interested Parties form listing the ownership/officers, including a minimum of all ownership interests held of 2% or higher interest, **signed by a majority of the ownership** [[State Form 54438](#)]
- If multiple levels of corporate ownership, document listing ownership structure
- If change in entity officers, Copy of the entity's minutes of the meeting documenting any changes

OR

- Disclosure of Interested Parties form listing the ownership/officers, including a minimum of all ownership interests held of 2% or higher interest [[State Form 54438](#)]
- If multiple levels of corporate ownership, document listing ownership structure
- If change in entity officers, Copy of the entity's minutes of the meeting documenting any changes
- If change in ownership of a corporation, Consent to Transfer Stock form for any member losing interest [[State Form 18663](#)]
- If change in ownership of an LLC or LLP, Consent to Transfer Partnership or Membership form for any member showing interest [[State Form 54359](#)]
- If a death of an owner,
  - Copy of death certificate
  - Court order showing who has authority over the interest; probate, personal representative, letters testamentary, small estate affidavit, etc. *(Note: If permit is held by a sole proprietorship or partnership, a transfer application would also need filed)*