

## **CHECKLIST TO APPLY FOR A MARYLAND WHOLESALE OR MANUFACTURER'S LICENSE**

I. The following **MUST** be submitted with your initial application:

- \_\_\_\_\_ Application Form COM/ATT-007. (See notes on filing application for license.)
- \_\_\_\_\_ Occupation Record and Financial Statement Form COM/ATT-007-3 for each of the **INDIVIDUAL** applicants.
- \_\_\_\_\_ If a corporation or limited liability company, a copy of the most recent financial statement and a copy of the Articles of Incorporation or Organization operating agreement. Must include an official list of all officers or members.
- \_\_\_\_\_ A copy of your Federal Basic Permit or application for same. (NOTE: A license will not be issued by the Alcohol and Tobacco Tax office until you have received your Federal Permit.)
- \_\_\_\_\_ A copy of the Combined Registration Application. (Send **ORIGINAL** direct to the Central Registration Taxpayer Identification Unit, Revenue Administration Center, Annapolis, Maryland 21411-0001.) If online registration, submit copy of registration screens for verification.
- \_\_\_\_\_ A copy of zoning certification for the license location.
- \_\_\_\_\_ A statement of proposed business activities.
- \_\_\_\_\_ List of the brands you propose to sell and distribute in Maryland.
- \_\_\_\_\_ Letter(s) of certification or other appropriate documentation that indicates you are the brand owner, United States importer or designated Maryland agent for said brand owner or United States importer for each brand.
- \_\_\_\_\_ A sample copy of the invoice you plan to use as a Maryland licensee.
- \_\_\_\_\_ File an appropriate security. Use the appropriate bond form(s) enclosed.

(OVER)

II. Notes on filing applications for licenses:

1. In the case of a corporation, a license is issued to three corporate officers for the use of the corporation. If less than three officers exist (e.g. Closed Corporation), then a license may be issued to those officers. In such case, a letter so certifying must be submitted.
2. At least one of the applicants must be a Maryland resident, taxpayer and registered voter currently and for the immediate two preceding years. So designate in Section 2 of form COM/ATT-007.
3. In Section 14 of the license application, all officers must be listed whether or not they are license applicants (attach separate sheet if necessary). However, ONLY the three applicants should sign under Signature of Applicants. In the case of a corporation, the President or Vice-President of the company must sign under Signature of President or Vice-President, and if he/she is also an applicant, he/she must sign under Signature of Applicant.
4. The actual owner of the proposed license premises must sign the Owner of Premises section. Unless a Power of Attorney form is submitted, a real estate agent, etc., may not sign this section.
5. In accordance with Section 9-103 of Article 2B of the Annotated Code of Maryland, we may require certification from the local zoning authorities indicating your premises is properly zoned for the operation of a wholesaler's or manufacturer's alcoholic beverage business.

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