

ALCOHOL LICENSE RENEWAL INSTRUCTIONS

FILING DEADLINE: April 15th

All licenses expire on June 30th of each year. Please read the following instructions for renewal. WI State law requires your fully-completed application to be on file with the Clerk at least 15 days prior to approval. The Common Council will review for approval prior to your license expiring on June 30th.

IMPORTANT: Any incomplete or unreadable applications will be returned to you and may affect the renewal process. ***THIS IS YOUR ONLY NOTICE FOR RENEWAL – WE WILL NOT BE SENDING REMINDERS***

Fully Complete and Return the Following with the Appropriate Fee: *Links to fillable forms provided*

- AT-115 Renewal Alcohol Beverage License Application
<https://www.revenue.wi.gov/DORForms/at-115f.pdf>
Note: Question 4 requires a *complete* written description of where all alcohol is served or stored. Also include areas/rooms where invoices for the purchase of alcohol are kept. *Do not use the premises address as a description; "Entire Building" is invalid according to the DOR*
- Include your current Wisconsin Seller's Permit Number **AND** Federal Employer ID Number (FEIN). A copy is required to be submitted with your application.
- AT-104 Appointment of Agent by Corporation <https://www.revenue.wi.gov/DORForms/at-104f.pdf>
Note: This is required even if the agent hasn't changed from the prior year.
- AT-103 Auxiliary Questionnaire <https://www.revenue.wi.gov/DORForms/at-103f.pdf>
Note: Each member, officer, partner, owner and registered agent must complete their own questionnaire, including full name with middle name/initial, birth date, and SS#
- Wisconsin Driver's License (copy)
Note: Required for all Sole Proprietor applicants and all Registered Agents. New agent appointments also need to submit their Responsible Beverage Server's Course Completion Certificate.
- CTP-200 Cigarette and Tobacco Products Retail License Application (if applicable)
<https://www.revenue.wi.gov/dorforms/ctp-200f.pdf> Note: Only required if there are sales of this type occurring on premise.

SEE REVERSE SIDE

BARTENDERS (OPERATOR LICENSE):

We do not send out renewal notices, so please check your bartender’s licenses to alert them to renew if applicable. The police department will make periodic compliance checks and having licensed bartenders on premise during all open hours is your responsibility under State Law.

ALL FEES MUST ACCOMPANY YOUR APPLICATION

Class A Beer	\$100	Class B Beer	\$100	Class C Wine	\$100
Class A Liquor	\$500	Class B Liquor	\$500		

<u>OPERATORS LICENSE:</u>	\$ 30 – one year	<u>ARCADE LICENSE:</u>	\$ 30
	\$ 50 – two year	<u>COIN-OPERATED GAME</u>	\$ 25 – each machine
<u>CIGARETTE/TOBACCO:</u>	\$ 75	<u>JUKE BOX LICENSE</u>	\$ 20 – each machine
<u>PUBLICATION FEE:</u>	\$ 50	<u>CHANGE OF AGENT:</u>	\$ 10

NO REMINDERS WILL BE MAILED FOR RENEWALS

Due to time and cost restraints, this is the last year the City will supply renewal forms by mail. We will continue to send renewal notices through your preference of either mail or email. Correspondence or reminders beyond this notice will be by email only. Any questions or concerns can be directed to doliphant@coawi.org.

Please consider the notes below for future renewals, and thank you in advance for your cooperation.

- All forms can be found on the Wisconsin Department of Revenue’s website at the links provided.
- Keep a copy of your application for your files to assist completing future applications.
- Use the WI DOR publications to guide you through the application/renewal process:
 - Wisconsin Alcohol Beverage and Tobacco Laws for Retailers
<https://www.revenue.wi.gov/DOR%20Publications/pb302.pdf>
 - Retail Alcohol Beverage Licensing Information
<https://www.revenue.wi.gov/DOR%20Publications/pb309.pdf>