

2023 Alcohol License Renewal Application Checklist

Business Name:

Name of Submitter:

License Type:

This Renewal Packet Mailed to You October 12th, 2022

- + Completed Application (Front & Back)**
- + Payment – Cashiers or Certified Check**
- + If this is the year you need to undergo another background check please do so ASAP as it takes a while to get this back. (Background checks must be done every 3 years for an Alcohol License)**
- + If you are subject to Sales Ratio's, please complete the Sales Ratio Form for January – October 2022. You can just attach your sales spreadsheet for each month's #'s.**
- + You must renew your Occupation Tax Certificate (Business License) for 2023 before you turn in the Alcohol Renewal Packet**
- + Make sure you are up to date on your Hotel Motel and/or Excise Taxes if applicable**
- + If you have any changes in your Managing or Registered Agent, please let us know**
- + **Deadline to Turn In: November 15th, 2022** – You will need to renew your local level license before you renew your State license**

Signature: _____

Date: _____