



I. The following MUST be submitted with your initial application. NO application will be issued until all documentation has been received and approved. Submit only the \$200.00 non-refundable application fee, if applicable.

- _____ Application Form 367. (See notes on filing application for license on page 2.)
- _____ Occupation Record and Financial Statement Form 367-3 for each of the INDIVIDUAL applicants.
- _____ A copy of the company, corporate, or partnerships most recent financial statement. (basic balance sheet)
- _____ A copy of the Articles of Incorporation or Organization Operating Agreement. Must include an official list of all officers, members or partners.
- _____ A copy of your Federal Basic Permit or brewers notice or application for same.
(NOTE: A license will not be issued until we have received your Federal Permit or brewers notice.)
- _____ 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 the registration screen for verification.
<https://interactive.marylandtaxes.gov/webapps/comptrollercra/entrance.asp>
- _____ A copy of zoning certification for the physical license location. Must indicate the location is properly zoned to operate as a Manufacture / Wholesale business. See notes page 2
- _____ 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. Invoice must show the licensee name, and address, which match the application.

File an appropriate security bond, or cash bond. Use the appropriate bond form(s):

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| _____ Form 364 | Wine and Liquor Bond | \$5000 |
| _____ Form 365-1 | Beer Bond | \$1000 |
| _____ Form 366 | Wine Bond | \$1000 |

II. Notes on filing applications for licenses:

1. A license is issued to three applicants for the use of the company. If less than three officers exist (e.g. Closed Corporation), then a license may be issued to less than three individuals. In such case a letter so certifying that there are less than three officers / members or partners 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 1 of form 367, Application for Manufacturer's and Wholesaler's Licenses.
3. In Section 14 of the license application, all officers/members/partners 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 and only the applicants need fill out the Form 367-3 Occupational Record and Financial Statement of Individual License Applicant.
4. 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.
5. 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.
6. In accordance with ABA 1-405, we 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.
7. Send all applications to P.O. Box 2999, Annapolis, Maryland 21404-2999. Applications sent directly to the Field Enforcement Division may result in a processing delay. If you are sending overnight or special delivery, use the following address: Comptroller of Maryland, Field Enforcement Division, Regulatory & Licensing Section, 110 Carroll Street, Annapolis, Maryland 21401.

CONTACT INFORMATION:

Comptroller of Maryland
Field Enforcement Division
Regulatory & Licensing Section
P.O. Box 2999
Annapolis, Maryland 21404-2999
410-260-7314 or 800-MD-TAXES
ATT@marylandtaxes.gov
www.marylandtaxes.gov