

ALCOHOLIC BEVERAGE CONTROL

NOTICE TO OUR CUSTOMERS

RE: Renewal of your Liquor License

If you choose to meet with us in person, please be advised that appointments will be made between the hours of 8:00 AM and 3:00 PM. Making an appointment **prior** to your visit allows us to ensure your account is in good standing with the Kansas Department of Revenue.

The Licensing Segment of ABC is mailing your renewal packet to you 60 days prior to your expiration date. We encourage you to mail your application for renewal to us at the address on the application at least 30 days prior to your license expiration date in order to ensure your license is renewed prior to your expiration date.

K.S.A. 41-319 allows Alcoholic Beverage Control 30 days to process your application (20 days if you are a manufacturer, distributor or nonbeverage user). This allows appropriate time to complete administrative tasks involved provided **all** required information is received to process the renewal.

A license will **only** be issued at the time of your **scheduled** visit if your account is in good standing and **all** documentation has been previously submitted. Good standing means:

- All taxes are paid
- All non-filed periods are filed and paid
- Regulation 92-24-23 requires a bond equal to three months average tax liability or \$1,000.00, whichever is greater. Your account will be reviewed to determine if an increase is necessary.

If you have questions, please contact us at 785-368-8222. Due to the diversity of the Kansas Department of Revenue, our automated phone system has several options. Please select the following options to speak to a representative: Press 1 to speak to a representative, (listen briefly), press **4** for Liquor, Cigarette or Bingo taxes.