

CHECKLIST FOR ALCOHOL BEVERAGE LICENSE ABL-565 RENEWALS

YOU SHOULD HAVE RECEIVED A RENEWAL LETTER WITH A REGISTRATION NUMBER FOR EACH BUSINESS LOCATION. ABL LICENSES ARE RENEWABLE EVERY TWO YEARS.

YOU CAN USE ONE SCBOS APPLICATION TO RENEW ABL LICENSES ASSOCIATED WITH MULTIPLE REGISTRATIONS OR FILE NUMBERS THAT CORRESPOND TO MULTIPLE LOCATIONS AND MULTIPLE BUSINESSES.

There are occasions where ABL licenses cannot be renewed:

- License not within this renewal period
- All licenses have been renewed for this renewal period
- The account is under protest
- The account has an outstanding liability
- The sales tax license location address does not match the Alcohol Beverage License location address
- There is no record of a sales tax license for this location
- The existing ownership has changed by 25% or more; consequently, a new application is required. A new ABL901 can be applied for online using SCBOS

Moving forward, you need to be prepared to answer various questions asked by the online application. Information requirements are listed below for each ABL registration or file number.

- ABL registration or file number
- Verify business address (physical and mailing addresses) retrieved based on ABL registration number
- License types that are renewable
- If a non-profit organization, Profit and Loss Statement

Note: Principals include:

1. The owner (if sole proprietorship).
2. All officers of the business or entity that owns the business.
3. All partners (except limited partners who cannot exercise management control).
4. All persons who own twenty-five percent (25%) or more of the value of the business entity.
5. All persons who own twenty-five percent (25%) or more of the combined voting power of the business or entity.
6. Members and Managers of a limited liability company which are managed managers.
7. Members of a limited liability company that is not managed by managers.
8. Any fiduciary who manages, controls title, or is otherwise in control of the business.
9. All employees who will have day-to-day operational management responsibility for the business or entity; and,
10. If a publicly traded corporation, the designated license holder (meaning the designated agent who must be 21 or older and a resident of SC).
11. All other principals must be listed also. If not a publicly traded corporation, list all stockholders.
12. If a nonprofit organization, list all officers and directors of the organization.

For each principal:

- Name , title and SSN/FEIN (usually SSN)
- Address
- Date of birth
- Previous year(s) of residency
- Whether principal is current resident of South Carolina. If so, then date of residency.
- Has principal had revoked or suspended, in this or any other state, any license to sell beer, wine, or alcoholic liquors? If so give details
- Has principal been convicted of a crime in South Carolina or any other state? If so give details
- Indicate whether:
 - Principal is a United States Citizen or legal permanent resident eighteen years of age or older.
 - Principal is a qualified alien or nonimmigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older and lawfully present in the United States. If so then non-citizen's alien registration number.

- Principal is a foreign citizen.

Form ABL-920 – “Verification of Lawful Background for Applicant’s Principal” or for, Sole Proprietorships, Form ABL-577 -- “Verification of Lawful Presence in the United States” must be submitted.

- Attest to the fact that the information is accurate
- You have the opportunity to print prefilled Residency Status Affidavit for each principal

You MUST complete the residency status verification requirements and submit the correct paperwork to process your Alcohol Beverage License Renewal.

You must print an affidavit for each principal so you can:

- Get it signed.
- Make sure no information is missing. (Fill in any missing information by hand.)
- Get the appropriate residency status affidavit(s) notarized and attach any applicable non-citizen's alien registration numbers and a copy of immigration documents.
- Fax the required documents to 803-737-5899 or mail them to:

SC Department of Revenue
ABL Section
Columbia, SC 29214-0907

- Please include the transaction reference number provided at Check Out when submitting these documents to the Department of Revenue.
- Attest and affirm that you have reviewed all principals entered. Further you attest and affirm that you have been authorized by them, on their behalf, to permit South Carolina Dept. of Revenue to perform all necessary tax related information checks to process this application

You can start getting familiar with SCBOS by checking out the tutorials which will take you step by step through various topics associated with the SCBOS Web site.

Once you've had a chance to familiarize yourself with SCBOS, go to www.scbos.sc.gov and create a new user account by selecting the "Sign Up" link located in the top-right of the Home page. You must have a user account to apply, file, or pay.

Remember, you can always select the "Save and Stop" button to save your application and resume it later.