



City Clerk's Office

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We exist to assist.

March 1, 2019

Dear Liquor/Beer License Holder,

The enclosed form is for the renewal of your current liquor/beer license. Please note the name and e-mail address of your Clerk's Office license renewal liaison at the top of your renewal form. Do not hesitate to contact your liaison with any questions you have about the liquor/beer license renewal process.

To avoid a late filing fee of \$250.00, file your renewal application in the Clerk's Office by 4 p.m. **Monday, April 15**, or mail your renewal application, postmarked no later than April 15.

No renewal applications will be accepted after April 29. If you are filing after April 29, you will need to file a new liquor license application packet.

Do not send payment now; invoices will be mailed in mid-May. To avoid a late payment fee of 25 percent of the license fee, pay or postmark your liquor/beer fees no later than **Friday, June 7**. Madison General Ordinances require payment of fees 15 days prior to license issuance. For your convenience, liquor/beer license fees will be invoiced separately from your other licenses.

Delinquent personal property tax, delinquent state sales tax, or unpaid license fees will prevent us from issuing your license until the delinquency is resolved. State law prohibits us from issuing licenses to establishments with outstanding wholesaler debt.

Licenses without delinquencies will be issued June 24. Mark your calendar now to check the expiration date of the licenses posted at your establishment on Friday, June 28. If your posted license expires in 2019, call the Clerk's Office at 266-4601.

You will need to file additional forms if you are changing your liquor/beer agent, changing officers/members, or if you have convictions or pending charges to report—see <http://www.cityofmadison.com/clerk/licenses-permits/#Alcohol>.

We wish you a profitable 2019-2020 license year.

APRIL

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

April 15: License renewal forms due

April 29: No renewals after this date

MAY

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

May 13: Invoices mailed this week

JUNE

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

June 7: Liquor license payments due

June 24: 2019-2020 licenses mailed

June 28: Check expiration of posted licenses; 2018-2019 licenses expire at midnight on June 30

One of our goals in the Clerk's Office is to have all paperwork and payments submitted on time so we do not need to charge late fees!

Please keep track of the deadlines above so we can issue your license without assessing any additional fees.