Governor JB Pritzker Executive Director, Lisa Gardner Commission Chair, Cynthia Berg



www.ilcc.illinois.gov ILCC@Illinois.gov

ILLINOIS LIQUOR CONTROL COMMISSION

FOR IMMEDIATE RELEASE

October 23, 2023

CONTACT:

Nicole.Sanders2@illinois.gov 312-814-4459

ILCC is Launching Online Applications for New 1A Retailer Licenses and Appointments Only Program for In-Person Licensing Customers

Liquor Licensing Modernization Updates Will Improve Customer Service and Save Customers Time

The Illinois Liquor Control Commission (ILCC) is announcing the rollout of a new, streamlined online application option for new 1A retailer licenses and the launch of the Appointments Only program for inperson liquor license services. Both will begin today October 23, 2023.

Online Applications for New 1A Retailer Licenses

Currently, existing 1A retailer licensees, which include bars, restaurants, and packaged goods stores, can renew their licenses online via their MyTax Illinois account. We have upgraded our application process to give new 1A retail applicants the option to submit their license applications online starting today, October 23, 2023. Applications can be completed and submitted online via MyTax.illinois.gov. This upgrade will make the new retailer application process more efficient for our licensees. MyTax Illinois is the quickest and easiest way to apply for a liquor license.

The beginning of online applications for new 1A retailer license applicants will improve ILCC licensing services and make online applications available for all 1A retailer license customers. Customers can visit the ILCC's [Licensing Webpage] to submit a 1A retailer license application online. For login assistance or other questions about MyTax Illinois, please contact Rev.MyTaxHelp@illinois.go or call 1-800-732-8866.

Appointments Only In-Person Licensing Services

Under the new Appointments Only program, appointments will be required for all customers seeking inperson licensing assistance at the ILCC's Springfield and Chicago offices. The Appointments Only
program will improve customer service and eliminate the unpredictability of wait times at the ILCC's
offices. Licensing appointments will open today, October 23, 2023, and can be booked on the
ILCC's [Licensing Appointments] webpage. Customers can choose the type of licensing services they
need and a time and date for their appointment.

"As public servants, we understand the importance of providing good customer service. As such, our goal is to minimize wait time for office visits. The appointment requirement is just one way to ensure

Chicago Office 50 West Washington Street Suite 209 Chicago, IL 60602 (312) 814 - 2206 Springfield Office 300 West Jefferson Street Suite 300, Springfield, IL 62702 (217) 782 -2136 our licensees receive assistance that is helpful and personable," said Illinois Liquor Control Commission Executive Director Lisa Gardner.

The ILCC encourages all licensees to <u>renew their liquor licenses online</u> for no wait times and immediate processing.

For questions regarding the online license application process, or for assistance submitting an online renewal application, please contact the ILCC via email at LCC.Licensing@illinois.gov, or via telephone at 312-814-2206 or 217-782-2136.

About the Illinois Liquor Control Commission

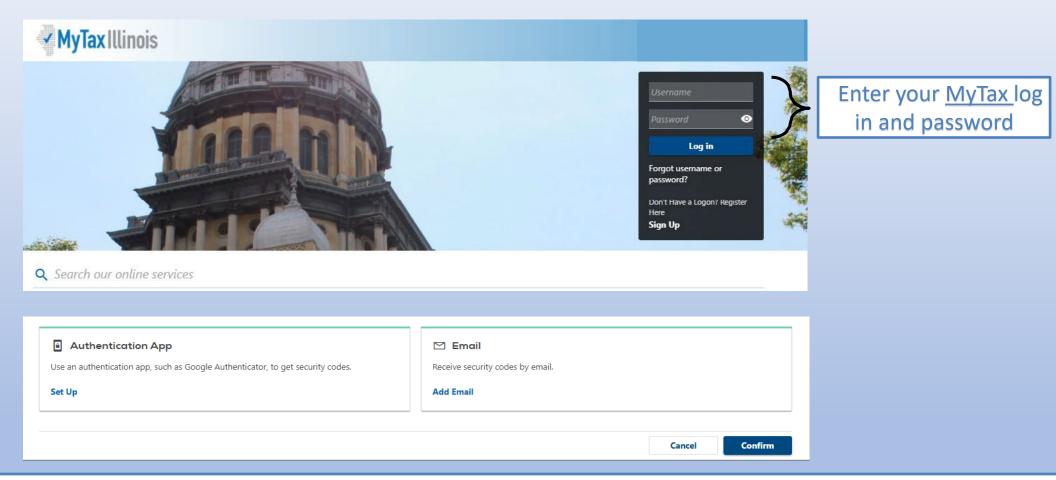
The Illinois Liquor Control Commission's mission is to protect the health, safety, and welfare of the people of Illinois through careful control and regulation of the manufacture, distribution, and sale of alcoholic liquors. The ILCC accomplishes its mission through the development of strategies to reduce youth access to alcohol products and by providing training and education to promote responsible beverage service.

To learn more about the ILCC and its divisions, visit <u>www.ILCC.Illinois.gov.</u> To submit a tip or complaint to the ILCC's Enforcement Division, click here.

Follow the Illinois Liquor Control Commission on social media

HOW TO SUBMIT A NEW RETAILERS APPLICATION VIA MYTAX

Click here: https://mytax.illinois.gov/ /



You will have to select a two-step verification once you have successfully logged into your account.

If you do the App, you will need to retrieve the code to proceed.

If you select the email, this email will need to be available to proceed.



ILCC TEST RETAILER INC

95-1357486 50 W WASHINGTON ST CHICAGO IL 60602-1303 Action Center Settings More... There are no actions requiring your attention.

Once you have selected MORE....

Locate the ILCC box – Select Apply for a New Retailer **Liquor License**

ILCC TEST RETAILER INC.

95-1357486

50 W WASHINGTON ST CHICAGO IL 60602-1303

Action Center Settings More...

Q What are you looking for?

Search for a submitted request.

> Search Submissions

Payments & Returns

Manage payments and returns for accounts of this customer.

- > Manage Payments & Returns
- > Set up a Payment Installment Plan with IDOR

Names & Addresses

View messages I've received from the agency.

Messages

View Messages

View or update names and addresses associated to this customer.

- > Manage Names & Addresses
- > Respond to an Address Verification Inquiry

Welcome. Test

You last logged in on Tuesday, Oct 17, 2023 9:32:49 AM

Manage My Profile

> View Letters

Manage access of accounts I have access to.

View letters I've received from the agency.

- > Add Access to an Existing Tax Account
- View Access
- > Manage Access

(i) Registration Information

Update information about your customer profile.

- > Update Contacts
- > Update Owners/Officers
- > Register for New Tax Accounts
- > Reopen Closed Accounts

ILCC

Manage applications for new state liquor licenses with the Illinois Liquor Control Commission (ILCC).

- Apply for a New Retailer Liquor License
- > Amend a New Retailer Liquor License Application

Miscellaneous

Miscellaneous options





You will need to:

- a. Confirm FEIN#
- b. Enter your DBA Name
- c. Select Status of Business
- d. Enter Sales Tax Account #
- e. SOS File Number, if applicable
- f. Enter Required Date



Retailer Liquor License Information

By completing this application online, you are agreeing to pay the Liquor License fee (\$750.00) via ACH Bank Account Debit.

A Retailer Liquor License shall allow the licensee to sell and offer for sale at retail, only at the premises specified in such license, alcoholic liquor for use or consumption, but not for resale in any form. All applicants for licensing as a liquor retailer must complete this application, respond to all questions, and furnish all required supporting documents. Failure to do so may result in the rejection of the application and non-issuance of a state liquor license.

Required Documents

Have these items readily available to attach when required

- 1. Photocopy of current Local Liquor License issued by local municipality.
- 2. Photocopy of Certificate of Insurance (not the Policy Declaration) if alcohol will be consumed on the premises.
- 3. Rights to Property You must present proof that the applicant (e.g. corporation, LLC, partnership, or sole proprietorship) has the right to possession of the property (e.g. deed or lease).
- 4. Proof of Purchase (Bill of Sale) If the applicant purchased any personal property (e.g. equipment, supplies, liquor inventory) from the prior business at this premise location, then the applicant will need to include a copy of the official bill of sale and a list of liquor inventory that was purchased from the prior business. Note: The closing on the purchase of the business must occur prior to applying for your state license.

Licensee Information FEIN Confirm your FEIN **-***7486 Required Legal Name ILCC TEST RETAILER INC Doing Business As (DBA) Required Illinois Sales Tax Account Number Status of Business Required IL Secretary of State File Number Date of Incorporation e. State of Incorporation Date Qualified to do Business in Illinois Date of Formation Date filed with County Clerk

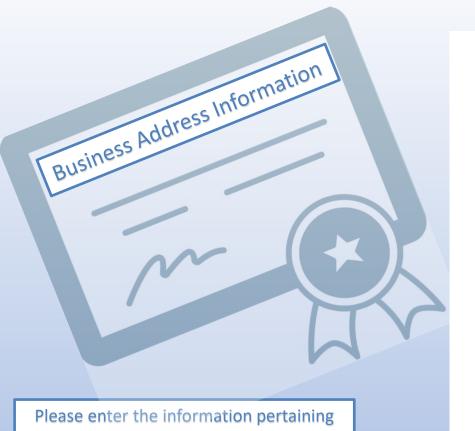
Business Contact This contact person should be the responsible party we can contact and who can answer questions on behalf of the business. First Name Last Name CONTACT FIRST NAME CONTACT LAST NAME Email Address EMAILADDRESS@DOMAIN.COM Contact Phone Type Country Cell Phone USA Phone Number Ext. (123)-456-7890 Business Phone Number Ext. (987)-654-3210

Cancel

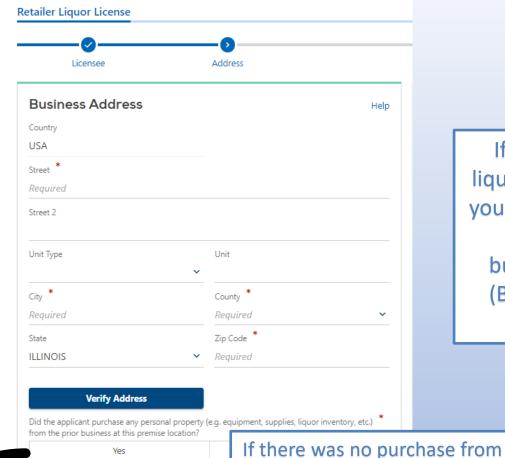
Save Draft

< Previous

Next



Please enter the information pertaining to the business location (This information must match what is listed on the LOCAL LICENSE)



If there is an existing state liquor license on the premises, you will need to provide a copy of the bill of sale for the business and any inventory (Brand Name, Bottle Size & Quantity) purchased.

If yes, please include a copy of your official bill of sa purchased from the prior business.

prior licensee, select NO.

Did the applicant purchase any personal party (e.g. equipment, supplies, liquor inventory, etc.) from the prior business at this premise location?

Voc

If yes, please include a copy of your official bill of sale and a list of liquor inventory that was purchased from the prior business.

Attach Bill of Sale

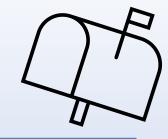
Did the applicant purchase any personal property (e.g. equip in applies, liquor inventory, etc.) from the prior business at this premise location?

Yes

No

If yes, please include a copy of your official bill of sale and a list of liquor inventory that was purchased from the prior business.

Where do you want LCC Correspondences Sent?



Mailing Address Is your mailing address different than your physical/business location? No Yes By entering a different mailing address below, you are certifying that all ILCC correspondence should be sent to this mailing address instead of the business address. Country USA Street MAILING ADDRESS IF DIFFERENT FROM THE BUSINESS Street 2 Unit Type Unit County * City CITY Required Zip * State ILLINOIS Required **Verify Address** Verify the address before continuing. Previous Next

Mail	to bu	siness	add	ress,	make	sure	NO	is se	lected
------	-------	--------	-----	-------	------	------	----	-------	--------

Yes	No
	ess below, you are certifying that all ILCC nis mailing address instead of the business address.
Country	
USA	
Street	
Street 2	
Unit Type	Unit
City	County
State	Zip
LLINOIS	

Property Information

Select the type:

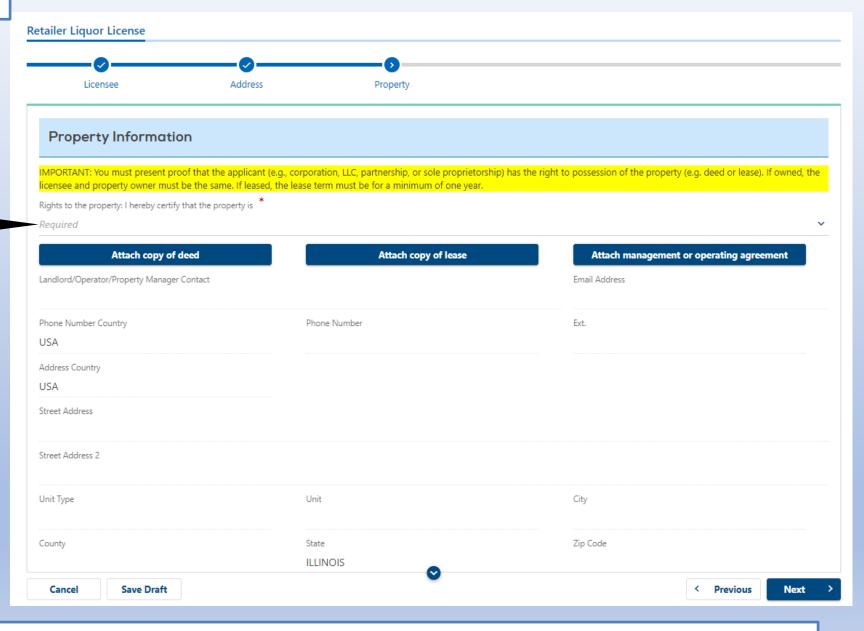
Leased from the landlord

Managed via a management or operating agreement

Other

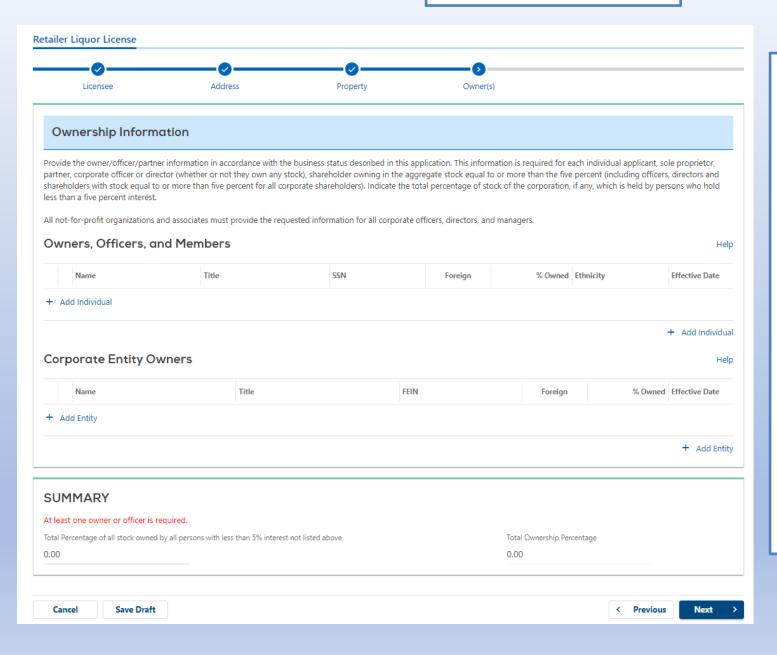
Proof of Purchase (e.g., bill of sale, closing statement, lease, recorded deed)

IMPORTANT: You must present proof that the applicant (e.g., corporation, LLC, partnership, or sole proprietor) has the right to possession of the property.



Note: The closing on the purchase of the business must occur prior to applying for your state license

Ownership Information

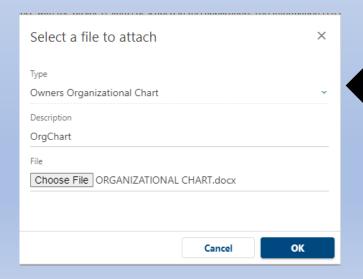


<u>Provide the owner/officer/partner information.</u>

- This information must be submitted for all owners/officers/partners. This information must be consistent with the owner/officers/partners listed under your Sale Tax Account with IDOR.
- The following information must be provided for each individual applicant, sole proprietor, partner, corporate officer, director, shareholder, corporate entity and/or manager or agent conducting the business owning in the aggregate stock equal to or more than five percent.
- Indicate the total percentage of stock of the corporation, if any, which is held by persons who hold less than a five percent interest.

Ownership Information Continued...

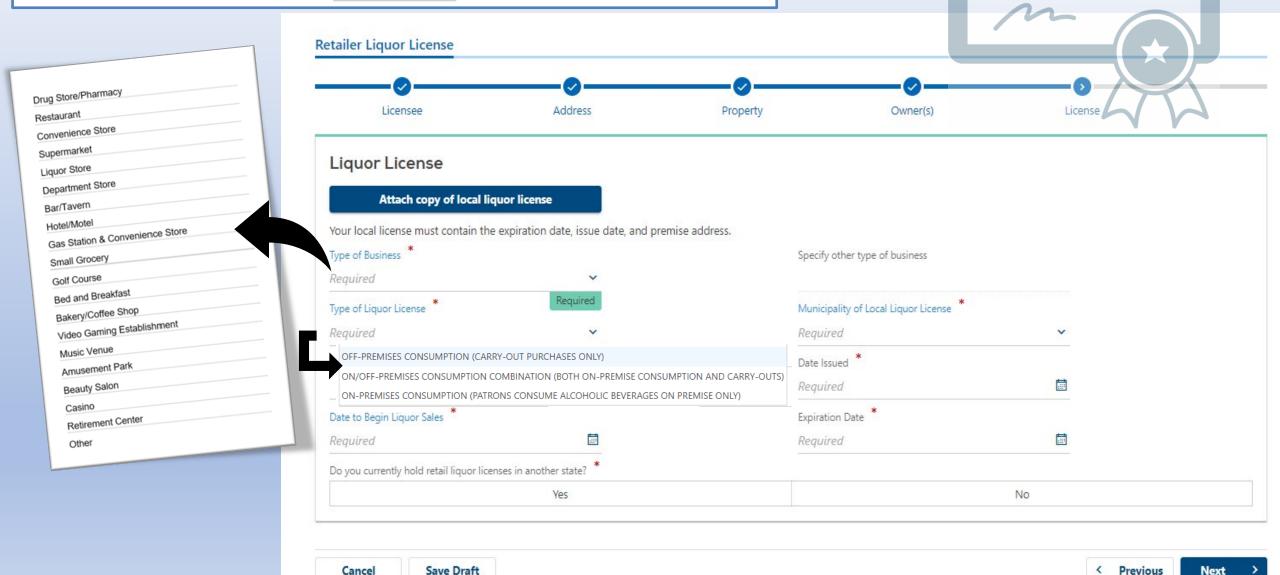
If the ownership consists of Corporate Entity Owners or Trust, you will be required to attach an Organization chart.



Ownership Information Provide the owner/officer/partner information in accordance with the business status described in this application. This information is required for each individual applicant, sole proprietor, partner, corporate officer or director (whether or not they own any stock), shareholder owning in the aggregate stock equal to or more than the five percent (including officers, directors and shareholders with stock equal to or more than five percent for all corporate shareholders). Indicate the total percentage of stock of the corporation, if any, which is held by persons who hold less than a five percent interest. All not-for-profit organizations and associates must provide the requested information for all corporate officers, directors, and managers. Owners, Officers, and Members Help Title SSN % Owned Ethnicity Name Foreign Effective Date ***-**-0110 X DOE, JANE OFFICER 50.00 White, not of Hispanic oric 10/17/2023 + Add Individual + Add Individual Corporate Entity Owners Please attach an organizational listing the ownership structure for this entity. **Attach Organizational Chart** Title FEIN % Owned Effective Date Name Foreign SHAREHOLDER **-***1222 50.00 10/17/2023 + Add Entity + Add Entity

Please enter the local liquor license number, the date it was issued, the date it expires, the municipality or county that issued the license and the date you intend to begin selling alcoholic beverages at this business location.

Alcoholic beverages may not be sold or offered for sale prior to the date that the state liquor license is issued.



Local Liquor License

If you selected On Premise or Combined Consumption of Alcohol, you must include the Certificate of Liability Insurance.

<u>Policy Declarations or the complete packet from</u> the Insurance Company ARE NOT accepted.

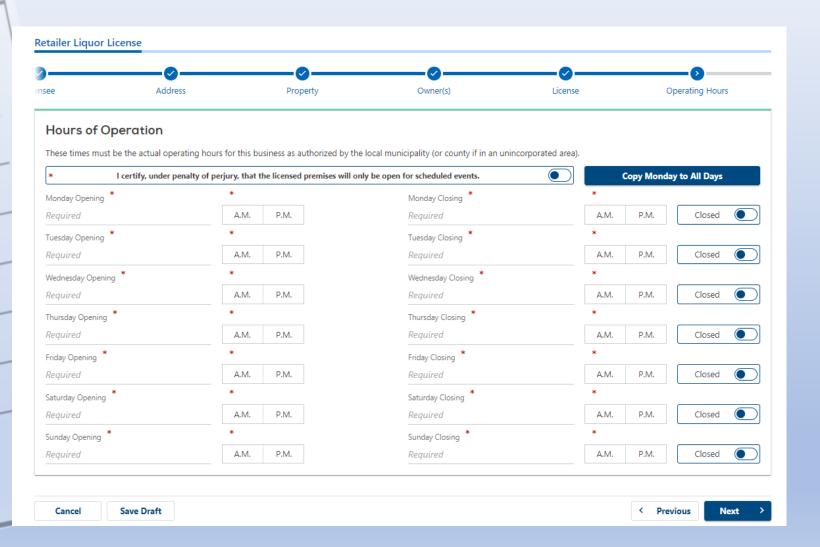
you have liquor liability insurance • The applicant named as the ir must be listed)	and must include the following: nsured (e.g., if the applicant is a corporation here the liquor is being consumed	d, since you have indicated that alcohol is consumed on then the corporation's name must be listed. If the appli	•	
Insurance Provider		Coverage		
PRODUCER NAME		1,000,000.00		
Effective Date		Expiration Date		
10/10/2023	iii	10/10/2024		
Policy Number		Phone Number		
123456		(555)-555-5555		
Do you currently hold retail liquor lice	enses in another state?			
	Yes		No	

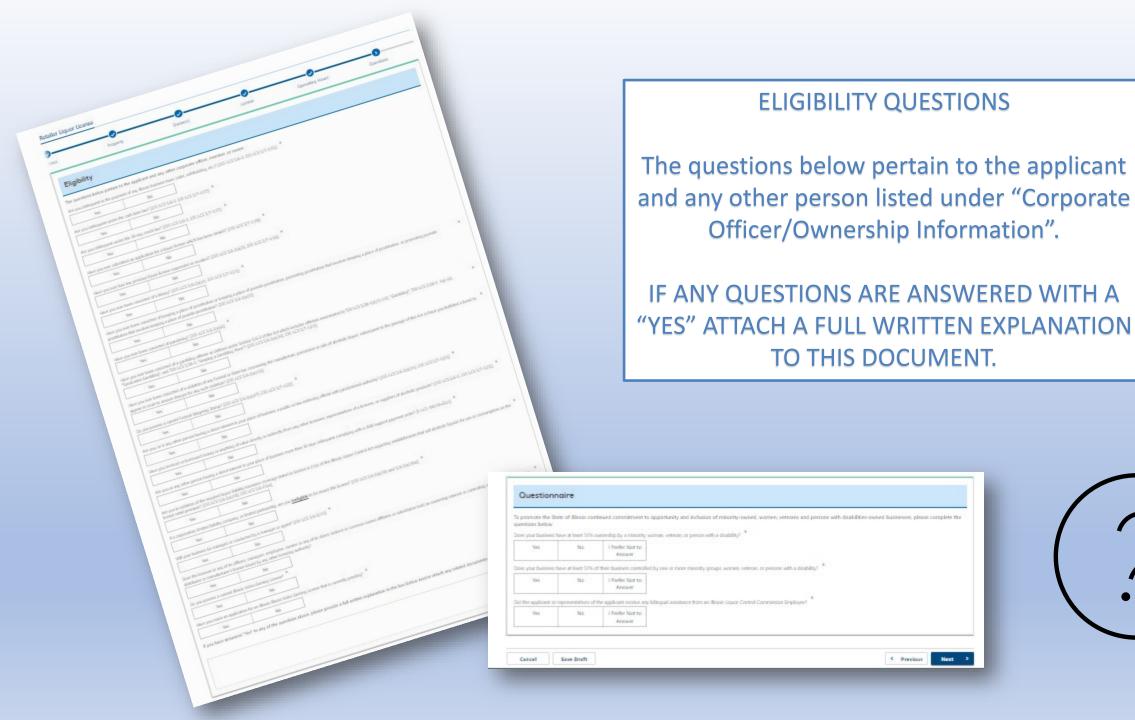
ACORD'	CEF	RTI	FICATE OF LIA	BIL	ITY INS	URAN	ce [MM/DD/YYYY)
THIS CERTIFICATE IS ISSUED AS CERTIFICATE DOES NOT AFFIRMA BELOW. THIS CERTIFICATE OF IN REPRESENTATIVE OR PRODUCER, A	A MA	TTER Y OF	R OF INFORMATION ON R NEGATIVELY AMEND, DOES NOT CONSTITU	LY AN	D CONFERS	NO RIGHTS	UPON THE CERTIFICA OVERAGE AFFORDED	TE HOL	POLICIES
IMPORTANT: If the certificate hold If SUBROGATION IS WAIVED, subjethis certificate does not confer rights	ect to	the	terms and conditions of	the po	licv, certain i	policies may			
RODUCER RODUCER NAME RODCUER ADDRESS				CONTA NAME: PHONE (A/C, N	o, Ext):		FAX (A/C, No):		
ITY, STATE ZIP				Eddal	INS	URER(S) AFFOR	RDING COVERAGE		NAIC#
ISURED	MATO	TH AE	DDI ICATIONI	INSURI	ERB:				
pplicant address (mailing or business ity State Zip) II AI	LICATION	INSURI	ERD:				
				INSUR	RF:				
			NUMBER:		EEN IOOUES S		REVISION NUMBER:	nue no:	IOV DEDICE
THIS IS TO CERTIFY THAT THE POLIC INDICATED. NOTWITHSTANDING ANY CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH	REQU PER	IREME	ENT, TERM OR CONDITION THE INSURANCE AFFORD	OED B	ANY CONTRAC	CT OR OTHER ES DESCRIB	DOCUMENT WITH RESP	ECT TO	WHICH THIS
SR TYPE OF INSURANCE		SUBR		DEEN	POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMI	TS	
COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR					(MIND COTT TT)	(MINIODITITIE)	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	
							MED EXP (Any one person)	\$	
	-						PERSONAL & ADV INJURY	\$	
GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO- LOC							GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$	
OTHER:							COMBINED SINGLE LIMIT	\$	
AUTOMOBILE LIABILITY ANY AUTO							COMBINED SINGLE LIMIT (Ea accident)	\$	
OWNED SCHEDULED AUTOS ONLY							BODILY INJURY (Per person) BODILY INJURY (Per accident)	\$	
AUTES ONLY NOTICE							PROPERTY DAMAGE (Per accident)	\$	
UMBRELLA LIAB OCCUR	-	-						\$	
EXCESS LIAB CLAIMS-MAD	E						AGGREGATE	\$	
DED RETENTION \$								\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N							PER OTH- STATUTE ER		
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						E.L. EACH ACCIDENT	\$	
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYER E.L. DISEASE - POLICY LIMIT		
Liquor Liability			POLICY NUMBER REQU	IRED	10/10/2023	10/10/2024	CSL		1,000,0
ESCRIPTION OF OPERATIONS / LOCATIONS / VEHI THE ADDRESS IN INSURED BOX IS THE	CLES (ACORE	D 101, Additional Remarks Schedu ADDRES, INSERT BUSINES	le, may t	e attached if mor PRESS HERE	e space is requir	ed)		
CERTIFICATE HOLDER				CAN	CELLATION				
Illinois Liquor Control Com	missi	ion		SHO	OULD ANY OF	THE ABOVE D N DATE TH TH THE POLIC	ESCRIBED POLICIES BE C EREOF, NOTICE WILL Y PROVISIONS.	ANCELL BE DEI	ED BEFORE .IVERED IN
101 West Jefferson Street Springfield, IL 62702					RIZED REPRESE				
					NET NEGE				

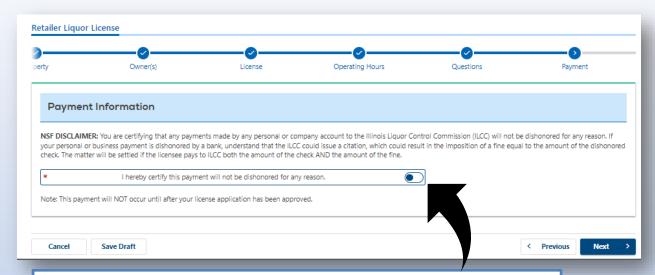
To make sure you have enough Liquor Liability coverage, please visit: Dram Shop Liability Limits

Business Hours

Close Open to Sunday Monday Tuesday to to to to Thursday to to



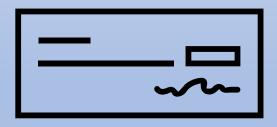




Payment can only be made by ACH Debit.

We do not accept Credit Cards for new license payment.

You must certify that the payment will not be dishonored for any reason before proceeding to Payment Channel.



Туре		
Direct Debit		
Bank Account Type		
Business Checking		<u> </u>
Routing Number		
231385604		
Bank Name		
PAGODA FEDERAL CREDIT	UNION	
Account Number		
123456		
Confirm Account Number		
123456		
Save this payment channel for f	uture use	
No	Yes	
Use default name		
No	Yes	
Name		
PAGODA FEDERAL CREDIT		

Payment Date		
10/17/2023		
Amount		
750.00		
Confirm Amount		
750.00		

Application Summary

Please review your application information before submitting. If you need to make any changes, click "Back" to return to any previous step.

Legal Name: ILCC TEST RETAILER INC

Doing Business As: RETAILER TESTING APPLICATION

Type of Business: Video Gaming License Type: COMBINED

Business Location Address: 50 W WASHINGTON ST CHICAGO IL 60602-1305

Local License: 123456 (Chicago) Issued Date: Oct-01-2023 Expiration Date: Oct-31-2024

Contact Name: JANE DOE Contact Phone: (123)-456-7890 Contact Email: JAN.DOE@EMAIL.COM

Attachments

Attachme	nts		Add	
Туре	Name	Description	Size	
Certificate of Ins	Certificate of In:	INSURANCE	12	Remove
Copy of Propert	LEASE.docx	LEASE	11	Remove
Local Liquor Lice	Local License.do	Local License	12	Remove
Owners Organiz	: ORGANIZATION	OrgChart	12	Remove

Forget to add something that may be needed to approve your license application?

E-Signature

Please sign and date the application and provide your title with the organization. The application must be signed by an owner, an officer, or partner. Note: If the person signing this application is not listed in the Owners step of this application, they must provide personal information even if they do not own five percent or more of the business.

I, the undersigned applicant or authorized agent thereof, swear or affirm under penalty of law that: the matters stated in the foregoing application are made upon my personal knowledge and information; they are made for the purpose of requesting the State of Illinois to issue the license herein applied for; the applicant is qualified and eligible to obtain the license applied for; and the applicant will not violate any of the laws of the United States of America or the State of Illinois, in particular the Illinois Liquor Control Act, rules and regulations, and the Civil Rights sections thereof.

Further, I agree to notify this Commission within 30 working days of changes in any of the above information. I certify under penalty of law that the information in this application is true and correct to the best of my knowledge and belief. I understand that, by checking "I Agree," I permanently affix my signature pursuant to the Electronic Commerce Security Act, 5 ILCS 175/1-101 through 99-1.

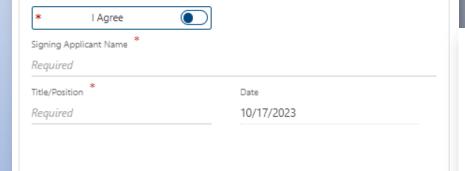
* I Agree	
Signing Applicant Name	
Required	m
* Title/Position	Date
Required	10/17/2023

E-Signature

Please sign and date the application and provide your title with the organization. The application must be signed by an owner, an officer, or partner. Note: If the person signing this application is not listed in the Owners step of this application, they must provide personal information even if they do not own five percent or more of the business.

I, the undersigned applicant or authorized agent thereof, swear or affirm under penalty of law that: the matters stated in the foregoing application are made upon my personal knowledge and information; they are made for the purpose of requesting the State of Illinois to issue the license herein applied for; the applicant is qualified and eligible to obtain the license applied for; and the applicant will not violate any of the laws of the United States of America or the State of Illinois, in particular the Illinois Liquor Control Act, rules and regulations, and the Civil Rights sections thereof.

Further, I agree to notify this Commission within 30 working days of changes in any of the above information. I certify under penalty of law that the information in this application is true and correct to the best of my knowledge and belief. I understand that, by checking "I Agree," I permanently affix my signature pursuant to the Electronic Commerce Security Act, 5 ILCS 175/1-101 through 99-1.



Confirmation
Submit This Application? <u>DISCLAIMER</u> : PLEASE NOTE THAT IT MAY TAKE THE ILLINOIS LIQUOR CONTROL COMMISSION APPROXIMATELY 1-10 BUSINESS DAYS TO REVIEW YOUR RETAILER LIQUOR LICENSE APPLICATION AND THEN AN ADDITIONAL 3-10 BUSINESS DAYS FOR THE PAYMENT TO PROCESS IF APPROVED. PLEASE ENSURE SUFFICIENT FUNDS ARE AVAILABLE.
Under penalties of perjury, I state that I have examined this request and, to the best of my knowledge, it is true, correct, and complete.
You are required to re-enter your password to verify this request. Your password will act as your signature.
Password *
Required
Required

Confirmation

You have successfully submitted your Retailer Liquor License Application. After your request has been fully transferred to the Liquor Control Commission, you may view your request at any time from the Submissions section on your web logon. Please note that it may take approximately 1-10 business days to review the application and then an additional 3-10 business days for the payment to process if approved. Please ensure sufficient funds are available.

Your confirmation number is 0-804-421-632.

Request submitted on: 10/17/2023 10:34:21 AM (Central Time)

Request type: Retailer Liquor License Application

Details of your request:

Business FEIN: 951357486

DBA: RETAILER TESTING APPLICATION

Location Address: 50 W WASHINGTON ST CHICAGO IL 60602-1305

You may print this page for your records. This confirmation screen will not be accessible once you navigate away from this page. However, a record of your request will remain available in your account.

Printable Confirmation

OK