

**TRANSFER OF A RETAIL LICENSE
APPLICATION CHECKLIST**

The items below must be complete and submitted no later than the ***10th of the month***, or sooner (there is an exception for #9 as a conditional license), so that your application can be processed in time for commission review. All licensing requirements must be fully satisfied in order to complete your application. **INCOMPLETE APPLICATIONS WILL BE RETURNED.**

1. _____ Completed application form: Signed Notarized
2. _____ \$300 non-refundable application fee plus the Transfer of license fee \$ _____
(See Fee Schedule)
3. _____ If the intended transfer of a retail license includes consideration (purchase) of the DABC retail License:
 Purchase agreement (must include the price paid for the DABC liquor license)
 Management agreement between the buyer and the seller (if applicable)
 Buyer and Seller Attestations
 List of seller's creditors (provided by the seller) who were notified of the intended transfer
 Escrow agreement (Proof the entire sum has been deposited for the payment of the DABC liquor license)

ESCROW NOT REQUIRED if:

- Copy of 'guaranty accepted by creditors' is provided **and**
 Recent audited financial statement showing net worth of at least \$5,000,000.
4. _____ If there is no consideration (purchase) of the DABC liquor License (transfer to family members, guardians, trustee, partners etc. when no assets exchange) Documentation (wills, probate, bankruptcy, etc.)
5. _____ Certificate of Exemption form TC-721
6. _____ Ownership entity / organizational documents filed with Utah Department of Commerce
 Individual / Sole Proprietor
 Corporation (submit a copy of the Articles of Incorporation)
 Partnership (submit a copy of the written Partnership Agreement)
 Limited Liability Company (submit a copy of the Articles of Organization)
7. _____ Criminal history background documents: \$52.75 Fees **and** Fingerprint card **or** Live Scan
and Waiver / Informed Consent and Release of Liability Form signed
8. _____ Local Consent form from the city where the retail license is located
- *9.** _____ Copy of current local business license(s): Retail Liquor License Business / Beer License
(Applications may be considered by the Commission as "conditional" without submitting a business license)
10. _____ Correct retail bond: Signed Corporate Surety Bond or Cash Bond
 Licensed entity listed as Principal "Doing Business as" included on the bond
11. _____ Certificate of insurance for public liability and liquor liability "dram shop" coverage
 Address of licensed premises must appear on the certificate of insurance
 Department of Alcoholic Beverage Control listed as certificate holder
12. _____ Projected profit and loss statement (pro forma income statement)
13. _____ Scaled floor plan (8 1/2" x 11") of premises highlighting areas for storage, sale & consumption
14. _____ Menus: Food menu Alcoholic beverage menu with prices
15. _____ Inventory (if applicable): Signed Inventory Transfer Form List of inventory to be transferred
16. _____ Lease agreement (signed) or Acknowledgement of ownership of the property

**TRANSFER OF A RETAIL LICENSE
APPLICATION**

Application fee (non-refundable) \$300 Transfer Fee _____ (See Fee Schedule)

CURRENT DABC LICENSEE (Seller) INFORMATION

1. Licensee entity: _____

2. Licensee business name (dba): _____ DABC license number _____

Note: The commission may only approve the transfer of the same type of retail license currently held by the transferor.

3. Licensee business address:

STREET NUMBER	STREET NAME	CITY	ZIP	COUNTY (required)
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4. Licensee mailing address (if different from item 3):

STREET NUMBER	STREET NAME	CITY	ZIP	
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5. Licensee contact person: _____ Phone number: _____

Other/office: _____ Fax: _____ Email: _____

NEW APPLICANT (Buyer) INFORMATION

6. Applicant entity _____

Entity Type: Individual Corporation Partnership Limited Liability Company

7. Proposed business name (dba): _____

[Applicable to Club (CL) license transfer] Select club type: dining fraternal equity social

8. Proposed business address:

STREET NUMBER	STREET NAME	CITY	ZIP	COUNTY (required)
---------------	-------------	------	-----	-------------------

Note: The commission cannot approve the transfer of the retail license outside the county in which was initially issued.

9. Applicant mailing address:

STREET NUMBER	STREET NAME	CITY	ZIP	COUNTY (required)
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10. Applicant contact: _____ phone number: _____

Other/Phone: _____ Fax: _____ Email: _____

11. Owner of real property & building (lease holder) if applicable or [] I attest that I own the real property and building

Name: _____ Address: _____

Phone: _____ City, State, zip _____

12. Proximity (current or proposed premises): List any private or public schools, churches, public libraries, public playgrounds, parks, or educational facilities (nursery school, infant day care center or trade / technical school) located within 600 feet pedestrian travel or 200 feet straight line of the proposed licensed location.

13. List all DABC alcoholic beverage licenses currently or previously held by applicant/entity/principals):

Business / Property Information

14a. Date opened for business (projected): _____ 14b. Days / hours of operation _____

15a. Monthly gross food sales (projected): _____ 15b. Monthly gross alcohol sales (projected): _____

16. Square footage: _____ Seating/dining capacity: _____ # of Parking stalls: _____

17. Business tax, withholding, workforce services identification numbers

Utah Sales Tax _____ Utah Payroll Withholding _____

Utah Workforce Services _____ Federal Taxpayer Identification _____

Ownership / Management – (List all ownership interests - total must be 100%)

18. Please also list managers, officers, directors and individuals appointed to perform or direct operations at the business location. Use additional pages if necessary.

Name	Complete home address (include city, state, zip code)	Position Held	Date of Birth Month/Day Year	Percent Owned

19. Residency status - list and attach proof of status for all individuals in section 18 who are not US citizens (use additional sheets if necessary):

Name	Citizenship (country)

20. Criminal offenses: List all criminal offenses other than minor traffic offenses for all partners, a stockholder who holds 20% of the outstanding stock of a corporation, a member who owns at least 20% of a LLC, all officers, directors and individuals appointed to perform or direct operations at the business location. List all convictions or pending criminal charges (name, criminal offense, jurisdiction, date of offense or conviction, final adjudication – use additional sheets if necessary)

Name	Criminal offense	Jurisdiction	Date of offense or conviction	Adjudication

21. Criminal history – A criminal history background check must be submitted for all partners, a stockholder who holds 20% of the outstanding stock of a corporation, a member who owns at least 20% of a LLC, all officers, directors and individuals appointed to perform or direct operations at the business location. A criminal history background check packet consists of:

- a. Submit fingerprints through 'Live Scan' or submit an FBI fingerprint card to DABC.
- b. Informed consent and release of liability & waiver form for each set of fingerprints submitted
- c. Fees - \$52.75 for each set of fingerprints submitted

22. Declaration of interest or employment in a brewery, winery, distillery, wholesaler or affiliated subsidiary.

List any interest or employment of an alcohol manufacturer, wholesaler, or affiliated subsidiary of a person listed in section 18.

FINANCIAL DOCUMENTATION

23. Does this purchase include payment for any of the following:

Inventory: \$ _____
Fixtures: \$ _____
DABC License: \$ _____

Please indicate the amount paid for each (if any) and attach the purchase agreement.

Protection of creditors & use of an escrow agent. If the transfer involves payment for the license, the buyer and the seller must comply with Utah Code Section 32B-8a-401 through - 404 relating to protection of creditors and use of an escrow agent. **The entire purchase price for the DABC license must be put into escrow prior to filing this application. Attach copy of escrow documents.**

Escrow Agent / Guarantor Information

Name: _____
Phone Number: _____ Email: _____
Other/Phone: _____ Fax: _____

ATTESTATION / COMMENCEMENT of OPERATIONS

By signing below, the applicant attests that:

- a) The applicant is at least 21 years of age.
- b) Consent is granted to representatives of the Alcoholic Beverage Control Department, Commission, State Bureau of Investigation (Bureau of Alcoholic Beverage Law Enforcement), and other law enforcement agencies to be admitted immediately and permitted without hindrance or delay to inspect the entire premises and all records of the licensee.
- c) Applicant has read and will abide by the provisions of Title 32B, Utah Code, and all rules of the commission and directives of the Department of Alcoholic Beverage Control and understands that failure to adhere thereto or to no longer possess the qualifications of a licensee may result in the suspension or revocation of the alcohol license and forfeiture of compliance bond.
- d) Applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin.
- e) No person in the alcoholic beverage industry (winery, brewery, distillery, importer, supplier, wholesaler, bottler, or warehouse) holds a partial interest in the ownership of the retail business or in the real or personal property owned, occupied, or used by the applicant in the conduct of the applicant's business.
- f) The applicant acknowledges that he/she has read and understands the statements made herein, and that execution hereof is done voluntarily and by authorization of the applicant/organization, and that any false statement made on this application or any related document is a second degree felony.
- g) The undersigned hereby makes application to the Utah Alcoholic Beverage Control Commission for a transfer of an alcohol license and certifies that the information contained herein and attached hereto is true and correct.

Date

Title / Position

Applicant/Owner of business

Authorized Signature

NOTARY

State of _____

County of _____

Subscribed and sworn before me this day _____ of _____, 20_____

Notary Public Signature

Notary Public Stamp

Transfer Fees

1. If a licensee is moving from one location to another within the same county:

The fee is the same as the renewal fee for the license type. It must also include a \$300 application fee;

Full Service Restaurant Fee is based on cost of liquor + \$300 *

*** Cost of Liquor**

• under \$5,000	\$ 935	+	300	Total =	\$1,235.00
• \$5,000 but less than \$10,000	\$1,155	+	300	Total =	\$1,455.00
• \$10,000 but less than \$25,000	\$1,650	+	300	Total =	\$1,950.00
• \$25,000 or more	\$1,925	+	300	Total =	\$2,225.00

Limited Service Restaurant	\$750.00 License fee	+	\$300	Total =	\$1,050.00
Beer-only Restaurant	\$605.00 License fee	+	\$300	Total =	\$ 905.00
Club	\$2,000 License fee	+	\$300	Total =	\$2,300.00
Tavern	\$1,250 License fee	+	\$300	Total =	\$1,500.00
Banquet Catering	\$ 750 License fee	+	\$300	Total =	\$1,050.00
Reception Center	\$ 750 License fee	+	\$300	Total =	\$1,050.00

2. Transferring a license within the same corporation, LLC, or partnership so that control of the organization is changing (51% or more ownership):

To transfer a license where 51% or more of the stock of a corporation, or 51% or more of the interest in a limited liability company, or adding a new general partner at 51% or more, the transfer fee **equals the renewal fee amount specified for the type of retail license** that is being transferred plus the \$300 non-refundable application fee.

(see chart above)

3. Transferring a License to another Person or to another Entity:

To transfer a retail license to another person or a new business entity, **the fee is the same as a new application** for the type of retail license that is being transferred. All applications must also include a \$300 non-refundable application fee.

Full Service Restaurant	\$2,200 License fee	+	\$300	Total =	\$2,500.00
Limited Service Restaurant	\$1,275 License fee	+	\$300	Total =	\$1,575.00
Beer-only Restaurant	\$ 825 License fee	+	\$300	Total =	\$1,125.00
Club	\$2,750 License fee	+	\$300	Total =	\$3,050.00
Tavern	\$1,500 License fee	+	\$300	Total =	\$1,800.00
Banquet Catering	\$ 750 License fee	+	\$300	Total =	\$1,050.00
Reception Center	\$ 750 License fee	+	\$300	Total =	\$1,050.00
Airport Lounge	\$8,000 License fee	+	\$300	Total =	\$8,300.00

4. Transferring multiple licenses at the same time:

If there are **multiple and simultaneous transfers** of retail licenses, a **TRANSFER FEE IS REQUIRED FOR ONLY ONE of the retail licenses** being transferred. This fee is the same as a new application and must include a \$300 application fee.

Full Service Restaurant	\$2,200 License fee	+	\$300	Total =	\$2,500.00
Limited Service Restaurant	\$1,275 License fee	+	\$300	Total =	\$1,525.00
Beer-only Restaurant	\$ 825 License fee	+	\$300	Total =	\$1,125.00
Club	\$2,750 License fee	+	\$300	Total =	\$3,050.00
Tavern	\$1,500 License fee	+	\$300	Total =	\$1,800.00
Banquet Catering	\$ 750 License fee	+	\$300	Total =	\$1,050.00
Reception Center	\$ 750 License fee	+	\$300	Total =	\$1,050.00
Airport Lounge	\$8,000 License fee	+	\$300	Total =	\$8,300.00

5. Transferring a retail license among family members, guardians, partners (when there is no new partner) trustee or corporations where NO CONSIDERTION is paid to do the transfer:

To transfer a retail license **when no consideration (cash, checks, or other items of value)** is given to the transferor of the license for the following:

- parent or adult child of a retail licensee,
- married spouses – from one spouse to the other spouse,
- a deceased licensee to one or more surviving partners, executor, administrator or conservator of the estate, or the surviving spouse,
- an Incompetent person to the guardian,
- a debtor in a bankruptcy case to the trustee,
- from the receiver of an estate to a new receiver of the estate, or to a living trust,
- between partners when no new partner is being licensed
- between corporations owned by the same individuals

The transfer fee in this case is **ONE-HALF of the initial license fee** for the type of retail license that is being transferred. The \$300.00 non-refundable application fee also still applies.

Full Service Restaurant	\$1,100 License fee	+	\$300	Total =	\$1,400.00
Limited Service Restaurant	\$637.50 License fee	+	\$300	Total =	\$ 937.50
Beer-only Restaurant	\$412.50 License fee	+	\$300	Total =	\$ 712.50
Club	\$1,375 License fee	+	\$300	Total =	\$1,675.00
Tavern	\$ 750 License fee	+	\$300	Total =	\$1,800.00
Banquet Catering	\$ 375 License fee	+	\$300	Total =	\$ 675.00
Reception Center	\$ 375 License fee	+	\$300	Total =	\$ 675.00
Airport Lounge	\$4,000 License fee	+	\$300	Total =	\$4,300.00

Utah Department of
Alcoholic Beverage Control
1625 South 900 West
P.O. Box 30408
Salt Lake City, UT 84130

**TRANSFEREE'S / BUYER'S
TRANSFER
ATTESTATION**

Licensing and Compliance Division
License Number _____

PURPOSE: Declaration of compliance **AUTHORITY:** Utah Code 32B-8a-301, 401, 403, 501

Date: _____

To: Department of Alcoholic Beverage Control

I, _____, attest that I:

1. Have read and understand the applicable statutes of 32B in the execution of the transfer of a retail license.
2. May not enter into an agreement in which the DABC license is pledged as security for a loan or security for the fulfillment of any agreement.
3. May not transfer the retail license if the transfer is to:
 - a. Satisfy a loan or to fulfill an agreement entered into more than 90 days preceding the date on which the transfer application is filed.
 - b. Gain or establish a preference to or for any creditor of the transferor, except as provided by Section 32B-8a-202;
 - c. Defraud or injure a creditor of the transferor.
4. Understand that operations of the retail license must begin within 30 days from the day on which the transfer is approved by the Utah Alcoholic Beverage Control Commission, except that the Department may grant (one) 30 day extension. The Commission may grant one or more additional extensions not to exceed, in the aggregate, seven months from the day on which the commission approves the transfer IF the licensee can demonstrate they are improving the licensed premises, has obtained a building permit for the premises, and is working expeditiously to complete the improvements.
5. Understand that operations of the retail license must begin at the location to which the transfer applies before the applicant may seek a transfer of the retail license to a different location.
6. If escrow is required:
 - a. Have received a list of creditors who have claim against the transferor (seller) (attach copy).
 - b. Have provided a copy of the notice of intended transfer to each creditor on the list provided.
 - c. Have established an escrow with an escrow holder certified as an escrow agent under UCA Title 7 Chapter 22, who is not a party to the transfer and have deposited the full amount of consideration with the escrow holder.
 - d. Have entered into an agreement that consideration is deposited with the escrow holder and requires the escrow holder to distribute the consideration within a reasonable time after the completion of the transfer of the retail license, and directs the escrow holder to distribute the consideration in accordance with 32B-8a-401(2) (attach copy).
7. Have read and understand the statements made herein, and that execution hereof is done voluntarily and that any false statement made on this application or any related document is a second degree felony.

Notary

State of _____ County of _____

Subscribed and sworn before me this _____ Day

of _____, 20_____

Buyer Signature

Printed Name

Title / Organization

Notary Public Signature

Stamp

Utah Department of
Alcoholic Beverage Control
1625 South 900 West
P.O. Box 30408
Salt Lake City, UT 84130

**TRANSFEROR'S / SELLER'S
TRANSFER
ATTESTATION**

Licensing and Compliance Division
License Number _____

PURPOSE: Declaration of compliance

AUTHORITY: Utah Code 32B-8a-301, 401, 403, 501

Date: _____

To: Department of Alcoholic Beverage Control

I, _____, attest that I:

1. Have read and understand the applicable statutes of 32B in the execution of the transfer of a retail license, and that my DABC license will be *relinquished to the transferee* upon the DABC Commission granting the license transfer.
2. May not transfer or pledge liquor inventory as security.
3. May not enter into an agreement which I pledge the retail license as security for a loan or security for the fulfillment of any agreement.
4. May not transfer the retail license if the transfer is to:
 - a. Satisfy a loan or to fulfill an agreement entered into more than 90 days preceding the date on which the transfer application is filed;
 - b. gain or establish a preference to or for any creditor of the transferor, except as provided by Section 32B-8a-202; or
 - c. defraud or injure a creditor of the transferor,
5. If escrow is required:
 - a. Have provided the transferee (buyer) with a list of creditors who have a claim against the transferor (seller).
 - b. Have entered into an agreement that consideration is deposited with the escrow holder and requires the escrow holder to distribute the consideration within a reasonable time after the completion of the transfer of the retail license; and directs the escrow holder to distribute the consideration in accordance with 32B-8a-401(2)
6. Have read and understand the statements made herein, and that execution hereof is done voluntarily and that any false statement made on this application or any related document is a second degree felony.

Notary

Seller Signature

Printed Name

Title / Organization

State of _____ County of _____

Subscribed and sworn before me this _____ Day

of _____, 20_____

Notary Public Signature

Stamp

DABC INVENTORY TRANSFER FORM

Transferor (seller)

As agent for _____, the previous holder of the retail liquor
(Individual or Entity Licensee)

License # _____ dba _____ located at

_____, I hereby return to the Department of Alcohol Beverage Control (DABC) the **attached inventory of alcoholic beverages* in connection to the transfer of the retail license IAW 32B-8a-301.

Signature

Date

Name (printed)

Title

***LIST OF INVENTORY MUST BE ATTACHED**

Transferee (Buyer)

As agent for _____, the proposed holder of the retail
(Individual or Entity Applicant)

Liquor license # _____ dba _____ located at

_____, I hereby buy from the DABC the **attached inventory of alcoholic beverages* upon approval of the transfer of the retail license IAW 32B-8a-301.

Signature

Date

Name (printed)

Title

The Utah Department of Alcoholic Beverage Control accepts the return of the **attached inventory* from the previous license holder and re-sells the inventory to the current license holder upon transfer of the retail license.

(DABC Date Stamp)

RETAIL LIQUOR LICENSE

Local Consent

Restaurant Limited Restaurant Beer Only Restaurant Tavern On-Premise Beer
On-Premise Banquet Reception Center Airport Lounge Club (specific type) social dining

Select appropriate license type

PURPOSE: Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission (1) to issue an on-premise alcohol license for a person to store, sell, offer for sale, furnish, or allow the consumption of an alcoholic product on the premises of the applicant; and (2) to authorize a variance reducing the proximity requirements

AUTHORITY: Utah Code 32B-1-202; 32B-5-201 through 203; 32B-5-205 and -206

_____, [] City [] Town [] County
Local business license authority

hereby grants its consent to the issuance of a full-service restaurant liquor license to:

Business Name (DBA): _____

Applicant Entity/Business Owner: _____

Location Address: _____

Authorized Signature

Name/Title

Date

LOCAL CONSENT FOR PROXIMITY VARIANCE

In accordance with Utah Code 32B-1-202, the local authority also grants consent to a variance regarding the proximity of this establishment relative to a public or private school, church, public library, public playground, or park.

Authorized Signature

Name/Title

Date

This is a suggested format. A locally produced city, town, or county form is acceptable. Local consent may be faxed to the DABC at 801-977-6889 or mailed to: Department of Alcoholic Beverage Control, PO Box 30408, Salt Lake City, UT 84130-0408
DABC Local Consent 1/2012

Applicant/Manager/Supervisor Criminal History Background Check Procedures

PURPOSE: To determine qualification of an owner, corporate officer or director, stockholder of 20% or more, managing agents and managers responsible for directing, or administration of alcohol operations.

AUTHORITY: Utah Code 32B-1 Part 3

Criminal history background checks are required for each person listed as an **owner; corporate officer or director**, any **stockholder owning 20%** of the corporation; **member or manager** of a limited liability company owning 20% or more; **managing agents**; and **managers/supervisors** responsible to manage, direct, or administer the operations of a DABC licensed business.

Each individual who meet the qualifications above shall consent to a criminal history background check and shall deliver the following documents and fees to the Department of Alcoholic Beverage:

* **AS OF JULY 1, 2015** *

Background check fees:

- \$52.75 for each applicable person
- Informed Consent & Waiver
- Submit fingerprints through Live Scan or submit a fingerprint card (instructions below)

You may have a live scan done here at the DABC by appointment (please call 801-977-6800 to setup an appointment to have scan done before the 10th of the month).

Fingerprint services are also available at many Live Scan locations: you may contact any place that has a Live Scanning Device to see if they allow general public service. The places on the attached Utah Educator Link may provide live scanning to the general public, you would need to contact them to verify. <http://www.schools.utah.gov/cert/License-Requirements/Fingerprint-and-Background-Check/LiveScanList.aspx>

The Bureau of Criminal Identification (BCI), located at 3888 W 5400 S., Salt Lake City Utah provides fingerprint services. They may be contacted at 801-965-4445 for additional information regarding fingerprint services.

You will need to take the attached Live Scan Authorization Form to any place you have Live Scanning done.

Fingerprint cards will still be accepted for scanning. The Informed Consent and Waiver Form will need to be submitted to the DABC for each fingerprint card and Live Scan done.

INFORMED CONSENT AND WAIVER

APPLICANT NOTIFICATION AND PURPOSE:

In accordance with Utah Code 32B-1-303- 307, your fingerprints will be used to **continuously check** the criminal history records of local and national (FBI) background check databases to determine whether an applicable individual has been:

- convicted of a felony under federal or state law;
- convicted of a violation of a federal law, state law, or local ordinance concerning the sale, manufacture, distribution, warehousing, or transportation of an alcoholic beverage;
- convicted of a crime involving moral turpitude;
- convicted on two or more occasions within the previous five years, driving under the influence of alcohol, a drug, or the combined influence of alcohol and a drug.

RECORD CHALLENGE:

If it is determined that a criminal history record contains a disqualifying offense the applicable person must be notified of the reason for disqualification and given an opportunity to respond to the disqualification. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

WAIVER:

I hereby authorize the Department of Alcoholic Beverage Control (DABC) to investigate my criminal history records and acknowledge that a background check will be conducted and maintained by the State Bureau of Criminal Identification and my fingerprints continuously checked against local and national (FBI) background check databases for so long as I maintain an employment or regulatory relationship with the DABC. **I agree by signing below to notify the DABC if I cease this relationship and wish my fingerprints to be removed from the notification system.**

NEW LICENSE, PERMIT or PACKAGE AGENCY APPLICANTS:

I stipulate that if a criminal conviction that would disqualify any applicable individual from holding the license, permit, or package agency, the license, permit or package agency will immediately be surrendered.

Name (last, first, middle initial)	Driver License# or ID card# / state issued
Formerly used last names (please print)	Name of Business
Signature	Date

LIVE SCAN AUTHORIZATION FORM
Utah Department of Alcohol Beverage Control

Billable to DABC

Agency Billing Code: B1664 (DABC – WIN/FBI)
Type of Background Check Required: WIN/FBI Check: NFUF

If not doing fingerprinting services at DABC, take this form to any qualified ‘Live Scan’ provider. They may or may not charge a fee for their services. Call Ahead.

Date: _____

Applicant Name: _____

Applicant DOB: _____ Applicant SSN: _____

DABC Authorization Signature: _____ Nina McDermott _____

NOTE: THIS FORM STAYS WITH THE ‘LIVE SCAN’ PROVIDER

Regardless of any additional fees paid to the ‘Live Scan’ provider for their services, in accordance with Utah Code 32B-1-303-307, fees of \$52.75 for each owner, corporate officer, director or stockholder of 20% or more, managing agents and managers responsible for directing, or administration of alcohol operations, must still be paid directly to DABC. These fees are required to continuously check the criminal history records of local and national (FBI) background check databases for licensing requirements.



Utah State Tax Commission
Exemption Certificate
 (Sales, Use, Tourism and Motor Vehicle Rental Tax)

TC-721
 Rev. 5/06

Name of business or institution claiming exemption (purchaser)		Telephone Number	
Street Address	City	State	ZIP Code
Authorized Signature	Name (please print)	Title	
Name of Seller or Supplier: Department of Alcoholic Beverage Control		Date	

The person signing this certificate **MUST** check the applicable box showing the basis for which the exemption is being claimed. Questions should be directed (preferably in writing) to Taxpayer Services, Utah State Tax Commission, 210 N 1950 W, Salt Lake City, UT 84134. Telephone (801) 297-2200, or toll free 1-800-662-4335.

DO NOT SEND THIS CERTIFICATE TO THE TAX COMMISSION
Keep it with your records in case of an audit.

Sales tax account numbers with an "H" prefix are not to be used for tax-free purchases for resale or re-lease.

RESALE OR RE-LEASE

Sales Tax License No. _

I certify I am a dealer in tangible personal property or services that is for resale or re-lease. If I use or consume any tangible personal property or services I purchase tax free for resale, or if my sales are of food, beverages, dairy products and similar confections dispensed from vending machines (see Rule R865-19S-74), I will report and pay sales tax on the proper cost thereof directly to the Tax Commission on my next regular sales and use tax return.

COMMERCIAL AIRLINES

I certify the food and beverages purchased are by a commercial airline for in-flight consumption; or, any parts or equipment purchased are for use in aircraft operated by common carriers in interstate or foreign commerce.

RELIGIOUS OR CHARITABLE INSTITUTION

Sales Tax Exemption No. N _____

I certify the tangible personal property or services purchased will be used or consumed for essential religious or charitable purposes. This exemption can only be used on purchases totaling \$1,000 or more, unless the sale is pursuant to a contract between the seller and purchaser.

To be valid this certificate must be filled in completely, including a check mark in the proper box.

A sales tax license number is required only where specifically indicated.

Please sign, date and, if applicable, include your license or exemption number.

NOTE TO SELLER: Keep this certificate on file since it must be available for audit review.

NOTE TO PURCHASER: Keep a copy of this certificate for your records. You are responsible to notify the seller of cancellation, modification, or limitation of the exemption you have claimed.

DO NOT SEND THIS CERTIFICATE TO THE TAX COMMISSION

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

1625 S 900 W • PO Box 30408 • Salt Lake City, UT 84130-0408 • Phone (801) 977-6800 • Fax (801) 977-6889

“CLUB BOND”

BOND # _____

KNOW ALL PERSONS BY THESE PRESENTS:

That **Principal**, _____, a club liquor licensee, doing business as _____, and **Surety**, _____, a corporation organized and existing under the laws of the state of _____ and authorized to do business in Utah, are held and bound unto the Utah Department of Alcoholic Beverage Control in the sum of **\$10,000**, for which payment will be made, we hereby bind ourselves and our representatives, assigns, and successors firmly by these presents.

Dated this _____ day of _____, _____.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the above principal has made application to the Utah Alcoholic Beverage Control Commission for a club liquor license pursuant to the provisions of 32B-5-204, Utah Code.

NOW, THEREFORE, if said principal, its officers, agents and employees shall faithfully comply with the provisions of Title 32B, Utah Code, and the rules and directives of the Utah Alcoholic Beverage Control Commission and the Utah Department of Alcoholic Beverage Control, then this bond shall be void; but, if said principal, its officers, agents and employees fail to comply with the provisions of the laws, rules and directives or orders as the commission or department may issue, then this bond shall be in full force and effect and payable to the Utah Department of Alcoholic Beverage Control. This bond shall run for a continuing term effective _____ unless canceled by service of written notice upon the Utah Department of Alcoholic Beverage Control, which cancellation shall be effective 30 days after receipt of such notice; provided however, that no part of this bond shall be withdrawn or canceled while violations, legal actions or proceedings are pending against said licensee / principal.

Surety

Principal / Licensee

Attorney in fact

Authorized signature

{ *Corporate Seal* }

Name / Title

**SAMPLE ONLY- Go to DABC website to
download the correct bond for your
license type**

STATUTORY AFFIDAVIT FOR CORPORATE SURETY

STATE OF: _____

COUNTY OF: _____

On the _____ day of _____, _____, personally appeared before me, _____, who, being by me duly sworn, did say that he / she is the attorney in fact of _____, **Surety**, and that said instrument was signed in behalf of said surety by authority, and acknowledged to me that he / she as such attorney in fact executed the same.

Notary Public Signature & Seal

Note: *Corporate surety's own affidavit also acceptable*

SAMPLE ONLY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Month/Date/Year

PRODUCER Insurce Agent/Broker Name Insurce Agent/Broker Street Address or P.O. Box Insurce Agent/Broker City, State & Zip Code Contact & Phone Number	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Your Business entity (LLC, Corp, Partnership or individual) Your DBA - business name Address City, State Zip	INSURER A: Name of Insurance Company	Enter NAIC#
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Liquor Liability</u> GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Enter Policy #	Enter Effective Date	Enter Expiration Date	EACH OCCURENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
						MED EXP (Any one person)	\$N/A
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$1,000,000
							\$
	<input type="checkbox"/>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Each Occurrence)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO _____				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
	<input type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$_____				EACH OCCURENCE	\$
						AGGREGATE	\$
							\$
							\$
	<input type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT	\$500,000
						E.L. DISEASE - EA EMPLOYEE	\$500,000
						E.L. DISEASE - POLICY LIMIT	\$500,000
	<input type="checkbox"/>	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Business located at:

CERTIFICATE HOLDER Department of Alcoholic Beverage Control 1625 S 900 W Salt Lake City, UT 84104 Facsimile Number: (801) 977-6889	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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Business Name
Pro Forma Income Statement

REVENUE

Food _____
Liquor Store (wine,beer) _____
Beer (3.2%) _____
Other _____

Total Sales Revenue \$ _____

COSTS OF GOODS SOLD

Food _____
Liquor Store (wine,beer) _____
Beer (3.2) _____
Other _____

Total Costs of Goods Sold \$ _____

GROSS PROFIT

\$ _____

EXPENSES

Variable Costs

- Salaries & wages _____
 - Employee Benefits _____
 - Other Operating Expenses
 Janitorial _____
 Advertising _____
 Entertainment _____
 Utilities _____
 Telephone _____

Total other operating expenses _____

Total Variable Expenses _____

Fixed Costs

Mortgage/Rent _____
 Insurance _____
 Interest _____
 Depreciation _____

Total Fixed Expenses _____

Total Operating Expenses \$ _____

Net Profit (loss) before taxes \$ _____

Taxes \$ _____

Net Profit (loss) after taxes \$ _____

TRANSFER OF LICENSE FEES

A non-refundable application fee of \$300 is required for each application in addition to the Transfer of License Fee.

Please review the following, as fees vary depending of the type of transfer. If you have questions, Call DABC Licensing.

1. If a licensee is moving from one location to another within the same county the fee is the same as the renewal fee for the license type.

Full Service Restaurant - Fee is based on cost of liquor

*** Cost of Liquor**

- under \$5,000 \$ 935 License fee
- \$5,000 but less than \$10,000 \$1,155 License fee
- \$10,000 but less than \$25,000 \$1,650 License fee
- \$25,000 or more \$1,925 License fee

Limited Service Restaurant	\$ 750 License fee
Beer-only Restaurant	\$ 605 License fee
Club	\$ 2,000 License fee
Tavern	\$ 1,500 License fee
Banquet Catering	\$ 750 License fee
Reception Center	\$ 750 License fee

2. To transfer a license within the same corporation, LLC, or partnership so that control of the organization is changing (51% or more ownership); the transfer fee equals the renewal fee specified for the type of retail license that is being transferred:

Full Service Restaurant - Fee is based on cost of liquor

*** Cost of Liquor**

- under \$5,000 \$ 935 License fee
- \$5,000 but less than \$10,000 \$1,155 License fee
- \$10,000 but less than \$25,000 \$1,650 License fee
- \$25,000 or more \$1,925 License fee

Limited Service Restaurant	\$ 750 License fee
Beer-only Restaurant	\$ 605 License fee
Club	\$ 2,000 License fee
Tavern	\$ 1,250 License fee
Banquet Catering	\$ 750 License fee
Reception Center	\$ 750 License fee

3. Transferring a DABC License to another Person or to another Entity:

To transfer a retail license to another person or a new business entity, **the fee is the same as a new application** for the type of retail license that is being transferred:

Full Service Restaurant	\$2,200 License fee
Limited Service Restaurant	\$1,275 License fee
Beer-only Restaurant	\$ 825 License fee
Club	\$2,750 License fee
Tavern	\$1,500 License fee
Banquet Catering	\$ 750 License fee
Reception Center	\$ 750 License fee
Airport Lounge	\$8,000 License fee

4. Transferring multiple licenses at the same time:

If there are **multiple and simultaneous transfers** of retail licenses, a **TRANSFER FEE IS REQUIRED FOR ONLY ONE of the retail licenses** being transferred. This fee is the same as a new application:

Full Service Restaurant	\$2,200 License fee
Limited Service Restaurant	\$1,275 License fee
Beer-only Restaurant	\$ 825 License fee
Club	\$2,750 License fee
Tavern	\$1,500 License fee
Banquet Catering	\$ 750 License fee
Reception Center	\$ 750 License fee
Airport Lounge	\$8,000 License fee

5. Transferring a retail license among family members, guardians, partners (when there is no new partner) trustee or corporations where NO CONSIDERTION is paid for the DABC license:

To transfer a retail license **when no consideration (cash, checks, or other items of value)** is given to the transferor of the license for the following:

- parent or adult child of a retail licensee,
- married spouses – from one spouse to the other spouse,
- a deceased licensee to one or more surviving partners, executor, administrator or conservator of the estate, or the surviving spouse,
- an Incompetent person to the guardian,
- a debtor in a bankruptcy case to the trustee,
- from the receiver of an estate to a new receiver of the estate, or to a living trust,
- between partners when no new partner is being licensed
- between corporations owned by the same individuals

The transfer fee in this case is **ONE-HALF of the initial license fees** for the type of retail license that is being transferred.

Full Service Restaurant	\$1,100 License fee
Limited Service Restaurant	\$637.50 License fee
Beer-only Restaurant	\$412.50 License fee
Club	\$1,375 License fee
Tavern	\$ 750 License fee
Banquet Catering	\$ 375 License fee
Reception Center	\$ 375 License fee
Airport Lounge	\$4,000 License fee

Application Instructions: Please review these instructions prior to completing the application

Application Form

- 1. Licensee entity:** Enter the current DABC licensed entity
- 2. Licensee business Name:** Enter the current DABC business name and license number to be transferred. Select club sub-type
- 3. Licensee business address:** Enter the legal, physical address of the business - street, city and zip code to include suite or section number if applicable.
- 4. Licensee mailing address:** Enter the current DABC licensed entity mailing address if different from item 3.
- 5. Licensee contact:** Enter the current DABC licensee contact person. Provide contact business phone, fax, email address
- 6. Applicant entity:**

Individual or Sole Proprietor – List the individual operating the business

General Partnerships or Limited Partnerships - Limited Partnerships or General Partnerships are composed of one or more general partners and one or more limited partners. The general partners manage the business and share fully in its profits and losses.

Limited Liability Company – a company formed by one or more individuals or entities through a special written agreement. The agreement details the organization of the LLC including: provisions for management, assignability of interests, and distribution of profits or losses.

Corporation - a legal entity organized and chartered under the laws of a state and is considered domestic by the chartering state

- 7. Proposed business name (dba):** Assumed name of the operating business (trade or operating name) – list a new DBA associated if rebranding of current business.
- 8. Proposed business address** – Enter legal physical address of the business - street, city and zip code to include suite or section number. This is only applicable to simultaneous transfer and relocation of license. **Note: The commission cannot approve the transfer of the retail license outside the county in which was initially issued.**

- 9. Applicant mailing address** (if different from business address) for official correspondence, licensing renewal, etc.
- 10. Applicant contact:** Enter the applicant’s entity contact person. Provide business phone, fax, email address
- 11. Owner of proposed real property or building (lessor).** List the names, address and telephone number of the lease

holder. Provide a copy of the lease.

12. Proximity: See 32B-1-202. List any private schools, churches, public libraries, public playgrounds and parks located within 600 feet as measured from the nearest entrance of the outlet by following the shortest route of ordinary pedestrian travel to the property boundary of the public or private school, church, public library, public playground, or park; or within 200 feet as measured straight line from the nearest entrance of the outlet to the property boundary of the public or private school, church, public library, public playground, or park

13. Other Utah Alcoholic Beverage Control licenses held; list any DABC licenses currently or previously held by the applicant i.e. any individual, Limited Liability Company member or manager, Corporation or Partnership

14a. Date open for business (projected): Enter the open date or projected open date.

14b. Days and hours of operations: enter hours and days i.e. Tuesday – Sunday 10a – 10p; 7days 11a-12a, etc

15a. Monthly gross food sales (projected): food and non-alcoholic beverages listed on pro-forma income statement.

15b. Monthly gross alcohol sales (projected): wholesale beer, heavy beer, wine and/ liquor listed on pro-forma income statement.

16. Square footage/seating capacity/parking stalls: Square footage of the operating business, total seating capacity, total number of dedicated parking stalls

17. Business, tax, withholding, workforce service numbers

Sales Tax and Payroll Withholding Tax
Utah State Tax Commission
210 North 1950 West Salt
Lake City, UT 84134
(801) 297-2200
1-800-662-4335
www.tax.utah.gov

Department of Workforce Services
140 East 300 South
Salt Lake City, UT 84111
(801) 526-9675
<http://jobs.utah.gov>

Federal Taxpayer Identification (EIN)
Internal Revenue Service
50 South 200 East
Salt Lake City, UT 84111
Information: 1-800-829-1040
Forms: 1-800-829-3676

18. Ownership / Management: List the full name, complete home address, position held in the company, social security (SSN) or tax identification number (TIN), date of birth, percentage held in the entity.

List all ownership interests (total must be 100%)
Please also list managers, officers, directors and individuals appointed to perform or direct operations at the business location. Use additional pages if necessary.

Manager: all persons chosen or appointed to manage, direct, or administer the operations of the licensed business

19. Residency status: Utah State Law (Utah Code, Title 11-10- 1, -2, -3, & -4) allows issuance of a business license only to persons who are citizens of the United States, which includes lawfully admitted resident aliens (see Attorney General Opinion (#91-21). The Utah Alcoholic Beverage Control Act. (Utah Code - Title 32B) requires that any person who applies for an alcohol license must first obtain a local business license. This may preclude any person who does not qualify to hold a local business license from being: a proprietor, a partner, a managing agent, an officer, director, a stockholder holding at least 20% of the total issued and outstanding corporate stock, a member or manager of a limited liability company owning at least 20% of the company.

20. Criminal offenses: List all criminal offenses other than minor traffic offenses of the persons listed in sections 18 who have been convicted or have pending criminal charges. Enter individuals name, criminal offense, jurisdiction of the offense, date of offense or conviction and adjudication. The commission may not approve the transfer of an alcohol license to any person who has been convicted of: a felony under any federal or state law; any violation of any federal or state law or local ordinance concerning the sale, manufacture, distribution, warehousing, adulteration, or transportation of alcoholic beverages. The prohibition extends to any crime involving moral turpitude or on two or more occasions within the five years before the day on which the license is granted driving under the influence of alcohol, any drug, or the combined influence of alcohol and any drug. In the case of a corporation, the proscription applies to any of the following has been convicted of any offense described above as an officer; a director; a stockholder who holds at least 20% of the total issued and outstanding stock of the applicant corporation. The proscription further applies to any person employed to act in a supervisory or managerial capacity of a retail licensed establishment has been convicted of any offense described above.

21. Criminal History Background Check Procedures

PURPOSE: To determine qualification of an owner, corporate officer or director, stockholder of 20% or more, managing agents and managers responsible for directing, or administration of alcohol operations.

Criminal history background checks are required for each required person as listed above and must submit fingerprints to DABC so that a background check can be conducted. Background fees are \$52.75 for each set of fingerprints submitted. You may have fingerprints scanned by 'Live Scan' at the DABC by appointment (please setup appointment to have scan done before the 10th of the month).

The Bureau of Criminal Identification (BCI), located at 3888 W 5400 S., Salt Lake City Utah, also provides fingerprint services. They may be contacted at 801-965-4445.

Fingerprint services are also available at many other Live Scan locations. **You will need to take the DABC Live Scan Authorization Form to any place you have Live Scanning done other than DABC.**

Fingerprint cards will also still be accepted for scanning. Whichever fingerprinting method you choose, the "Informed Consent and Waiver Form" and the \$52.75 fee will need to be submitted to the DABC for each fingerprint card and Live Scan done.

22. Declaration of interest or employment in a brewery, winery, distillery, wholesaler or affiliated subsidiary. An Federal law (CFR 27 Part 6) and UCA 32B defines an alcoholic product manufacturer; a producer; a supplier; an importer; a wholesaler; a bottler; a warehouse and bottler; or industry representative. List any interest or employment of an alcohol manufacturer, wholesaler, or affiliated subsidiary of a person listed in section 18.

23. Financial information and protection of creditors: The financial information form includes the payment for any of the following items and costs. This information form is enclosed with the license packet.

- a) Inventory
- b) Furniture/fixtures
- c) DABC license

The Transfer of the DABC retail license is separate. If the transfer involves consideration for the DABC License, the transferor and the transferee must comply with Utah Code Section 32B-8a-401 through - 404 relating to protection of creditors and use of an escrow agent.

Within 30 days after filing this transfer application, the applicant (buyer/transferee) must file with the department a statement executed under penalty of perjury that the consideration as set forth in the escrow agreement required by Section 32B-8a-401 is deposited with the escrow holder.

The department may grant an extension of this time period not to exceed 30 days, but the retail license may not be transferred until the required statement is received by the department. A copy of this statement shall also be furnished to the current licensee (seller/transferor) and the escrow holder.

This statement is not required if a business entity files with the department a guaranty of full, prompt, and faithful payment of all claims of a creditor of the current licensee (seller/transferor), and the guaranty is accepted in writing by the creditors. This section applies only in the case of a transfer in which the guarantor business entity has a net worth on a consolidated basis, according to its most recent audited financial statement, of not less than \$5,000,000.

ATTESTATION

By signing the application, the applicant attests that:

- a) The applicant is at least 21 years of age.
- b) Consent is granted to representatives of the Alcoholic Beverage Control Department, Commission, State Bureau of Investigation (Bureau of Alcoholic Beverage Law Enforcement), and other law enforcement agencies to be admitted immediately and permitted without hindrance or delay to inspect the entire premises and all records of the licensee.
- c) Applicant has read and will abide by the provisions of Title 32B, Utah Code, and all rules of the commission and directives of the Department of Alcoholic Beverage Control; and understands that failure to adhere thereto or to no longer possess the qualifications of a licensee may result in the suspension or revocation of the alcohol license and forfeiture of compliance bond.
- d) Applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin.
- e) No person in the alcoholic beverage industry (winery, brewery, distillery, importer, supplier, wholesaler, bottler, or warehouser) holds a partial interest in the ownership of the retail business or in the real or personal property owned, occupied, or used by the applicant in the conduct of the applicant's business.
- f) The applicant acknowledges that he/she has read and understands the statements made herein, and that execution hereof is done voluntarily and by authorization of the applicant/organization, and that any false statement made on this application or any related document is a second degree felony.

Utah Code 32B-8a-501 - License not to be pledged as security - Prohibited transfers.

The current retail licensee may not:

Enter into any agreement under which the retail licensee pledges the license as security for a loan or as security for the fulfillment of any agreement; or transfer the retail license if the transfer is to:

- (i) satisfy a loan or to fulfill an agreement entered into more than 90 days preceding the date on which the transfer application is filed; or
- (ii) gain or establish a preference to or for any creditor of the current retail licensee (seller/transferor) except as provided by Utah Code Section 32B-8a-202;
- (iii) or defraud or injure a creditor of the current retail licensee (seller/transferor).

The undersigned hereby makes application to the Utah Alcoholic Beverage Control Commission for a transfer of an alcohol license and certifies that the information contained herein and attached hereto is true and correct.