



**Notice for City of Brookhaven, GA
Alcohol Occupational License Renewal**

Toll Free Phone: (800) 556-7274
Toll Free Fax: (844) 528-6529

Email: businesslicensesupport@avenuinsights.com
Website: www.avenuinsights.com

Avenu Business License Department
PO Box 830900
Birmingham, AL 35283-0900

Dear Business Owner / Tax Manager,

Avenu Account #: _____

Avenu is the administering agent for the City of Brookhaven's alcohol license.

Why we are writing you

Brookhaven's alcohol license is valid for a calendar year, January 1 through December 31, and must be renewed by December 31st of each year. All certificates shall be assessed a penalty in the amount of ten percent (10%), plus 1% interest on the amount owed for each calendar year or portion thereof for taxpayers who fail to file their renewal by November 30th. No renewal license shall be granted after December 31.

What to do now

Please include your account number on your payment remittance and corresponding documentation. Complete and remit the application on the reverse of this notice.

- Your annual license expires **December 31.**
- Your new license must be renewed and paid in full by **November 30 of the current year** in order to avoid penalties and interest.
- Businesses who do not need to renew must still respond to this notice to prevent further collection efforts.

To Remit Payment by Mail:

Make Check Payable To: Tax Trust Account
Mail to: Avenu Business License Dept. PO Box 830900 Birmingham, Alabama 35283-0900

Don't need a license? If your business is closed, no longer doing business or does not require an alcohol license any longer, complete the following and return either by fax, by email or mail to Avenu.

I hereby affirm that my business indicated above for Brookhaven

- _____ a. Closed
- _____ b. Is no longer operating
- _____ c. No longer requires an alcohol license

in the City of Brookhaven as of _____(date)

Name: _____ Signature: _____ Date: _____

Email: _____ Phone: _____

Questions? All questions regarding the business license renewal process should be directed to Avenu.

Returned Check Disclaimer: Effective July 1, 2010, each returned item received by Avenu due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at www.avenuinsights.com.

INSTRUCTIONS FOR RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

APPLICATION:

- Type or print responses.
- Answer each question fully and completely.
- If additional space is needed to fully and completely answer questions, please attach a separate sheet noting in question space that separate sheet is attached. (i.e., "See Separate Sheet")
- **Licenses for incomplete applications will not be mailed.**
Application must be signed, dated, notarized, and returned to Avenu on or before **November 30, 2019**. **Make checks payable to TAX TRUST ACCOUNT. Remit to Avenu BL Dept • PO Box 830900 • Birmingham, AL 35283-0900**
- **RENEWAL APPLICATIONS RECEIVED AFTER NOVEMBER 30th SHALL BE ASSESSED A 10% LATE FILING PENALTY FEE, IN ADDITION TO A 1% LATE FILING INTEREST FEE.**
- **NO RENEWAL LICENSE SHALL BE GRANTED AFTER DECEMBER 31st.**
- **Any application received after December 31st shall be treated as an initial application.**
- Each application for **Consumption on the Premises** or **Retail Package** of Wine, Malt Beverage or Distilled Spirits shall be accompanied by a certified check for the full amount of the license fee.
- All applications for a **Package Distilled Spirits License** must be accompanied by a full and complete statement relative to any and all interest in retail liquor stores. This shall include the names and addresses of all persons possessing a legal ownership in the subject establishment. [Ch. 4 Sec, 4-59(c)].

CHANGES:

- **The applicant must make the Finance Department aware of ALL changes to information provided on initial application and/or renewal application(s).**

CHECK LIST

- Completed Renewal Alcoholic Beverage License Application sworn to by applicant before notary public or other officer authorized to administer oath. [Ch. 4 Sec. 4-59(d)].
- **Certified Check (only) in amount of license fee.**
- Submit to Avenu on or before **November 30th**.
- **Please review the entire Alcohol Beverage ordinance for updates and changes.**
- Please note the specific update in **Sec. 4-203(d)** of the revised ordinance, as additional documentation may be required as a result of this update.

Avenu Account #: _____ Business Name: _____

ANNUAL ALCOHOL BEVERAGE LICENSE RENEWAL APPLICATION

Licensee Information: *The Licensee/Applicant on file with the City of Brookhaven should be the person listed below.* Please type or print "Yes" if Licensee/Applicant is new and please contact the Business License Office at 404.637.0500 or by email at revenue@brookhavenga.gov for additional required documents. Make checks payable to TAX TRUST ACCOUNT. Remit to Avenu BL Dept • PO Box 830900 • Birmingham, AL 35283-0900

LICENSEE/APPLICANT

Licensee/Applicant Name _____ New Applicant/Licensee? _____

Licensee Home Address _____

Home or Cell Phone _____ Business Phone _____ Date of Birth ____/____/____ Federal Tax ID Number _____

OWNER/CORPORATION

Business Owner Name (Company and/or Individual – Please Print) _____

Owner Address _____

BUSINESS

Name of Business (Include D.B.A, if applicable) _____ Hours of Operation (Mon-Sat) _____

Business Location (Include Suite #) _____

Business Mailing Address (if other than above) _____

<u>LICENSE TYPE</u>	<u>LICENSE SUB-TYPE</u>	<u>LICENSE BUSINESS TYPE</u>
<input type="checkbox"/> DISTILLED SPIRITS	<input type="checkbox"/> CONSUMPTION ON THE PREMISES	<input type="checkbox"/> RESTAURANT
<input type="checkbox"/> MALT BEVERAGE	<input type="checkbox"/> PACKAGE	<input type="checkbox"/> TAVERN/PUB
<input type="checkbox"/> WINE	<input type="checkbox"/> MANUFACTURER	<input type="checkbox"/> EVENT VENUE
<input type="checkbox"/> GROWLER	<input type="checkbox"/> ANCILLARY PACKAGE (TASTING)	<input type="checkbox"/> HOTEL/MOTEL
<input type="checkbox"/> ADDITIONAL BAR (C.O.P. ONLY)	<input type="checkbox"/> GROCERY STORE	<input type="checkbox"/> SPECIALTY SHOP
<input type="checkbox"/> PATIO	<input type="checkbox"/> COMPLIMENTARY SERVICE	<input type="checkbox"/> CONVENIENCE STORE
		<input type="checkbox"/> SERVICE/GAS STATION
		<input type="checkbox"/> PACKAGE STORE
		<input type="checkbox"/> SUPERMARKET
		<input type="checkbox"/> BARBER/SALON

ALCOHOLIC BEVERAGE RENEWAL APPLICATION FEE SCHEDULE

TYPE OF LICENSE:

	<u>Annual Fee (s)</u>	<u>Administrative Fee(s)</u>	<u>License Fee Due</u>
CLASS B – MANUFACTURER			
() Distilled Spirits	\$4,000.00	\$200.00	\$ _____
() Malt Beverage	\$600.00	\$100.00	\$ _____
() Wine	\$600.00	\$100.00	\$ _____
() Malt Beverage & Wine	\$900.00	\$100.00	\$ _____

CLASS C – CONSUMPTION ON THE PREMISES			
<u>RESTAURANT</u>			
() Distilled Spirits, Malt Beverage & Wine	\$4,900.00	\$300.00	\$ _____
() Distilled Spirits	\$4,000.00	\$200.00	\$ _____
() Malt Beverage & Wine	\$900.00	\$100.00	\$ _____
() Malt Beverage	\$600.00	\$100.00	\$ _____
() Wine	\$600.00	\$100.00	\$ _____
() Patio Permit	\$50.00		\$ _____
() Additional Movable Bar(s) # _____ x	\$300.00 each		\$ _____
() Additional Fixed Bar(s) # _____ x	\$600.00 each		\$ _____
() Growler (Malt Beverage Only)	No Additional Fee		\$ 0.00
() Sunday Sales Permit (Must Complete and Enclose Application)	\$1100.00		\$ _____

<u>TAVERN/PUB</u>			
() Distilled Spirits, Malt Beverage & Wine	\$7,500.00	\$300.00	\$ _____
() Distilled Spirits	\$6,500.00	\$200.00	\$ _____
() Malt Beverage & Wine	\$1,000.00	\$100.00	\$ _____
() Malt Beverage	\$700.00	\$100.00	\$ _____
() Wine	\$700.00	\$100.00	\$ _____
() Patio Permit	\$50.00		\$ _____
() Additional Movable Bar(s) # _____ x	\$300.00 each		\$ _____
() Additional Fixed Bar(s) # _____ x	\$600.00 each		\$ _____
() Growler (Malt Beverage Only)	No Additional Fee		\$ 0.00
() Sunday Sales Permit (Must Complete and Enclose Application)	\$1100.00		\$ _____

<u>EVENT VENUE</u>			
() Distilled Spirits, Malt Beverage & Wine	\$4,900.00	\$300.00	\$ _____
() Distilled Spirits	\$4,000.00	\$200.00	\$ _____
() Malt Beverage & Wine	\$900.00	\$100.00	\$ _____
() Malt Beverage	\$600.00	\$100.00	\$ _____
() Wine	\$600.00	\$100.00	\$ _____
() Sunday Sales Permit (Must Complete and Enclose Application)	\$1100.00		\$ _____

Subtotal Due: \$ _____

Renewals Postmarked or Received After November 30th will be charged Eleven Percent (11%) penalty and interest.

Penalty (10% x Subtotal Due) \$ _____

Interest (1% x Subtotal Due) \$ _____

Total Due: (Subtotal Due + Penalty + Interest) \$ _____

Avenu Account #: _____ Business Name: _____

ALCOHOLIC BEVERAGE RENEWAL APPLICATION FEE SCHEDULE

TYPE OF LICENSE:

	<u>Annual Fee (s)</u>	<u>Administrative Fee(s)</u>	<u>License Fee Due</u>
____ CLASS C – CONSUMPTION ON THE PREMISES			
<u>HOTEL/MOTEL</u>			
<input type="checkbox"/> Distilled Spirits, Malt Beverage & Wine	\$4,900.00	\$300.00	\$ _____
<input type="checkbox"/> Distilled Spirits	\$4,000.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage & Wine	\$900.00	\$100.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Patio Permit	\$50.00		\$ _____
<input type="checkbox"/> Additional Movable Bar(s) # _____ x	\$300.00 each		\$ _____
<input type="checkbox"/> Additional Fixed Bar(s) # _____ x	\$600.00 each		\$ _____
<input type="checkbox"/> Growler (Malt Beverage Only)	No Additional Fee		\$ _____ 0.00
<input type="checkbox"/> Sunday Sales Permit (Must Complete and Enclose Application)	\$1100.00		\$ _____

<u>SPECIALTY SHOP</u>			
<input type="checkbox"/> Distilled Spirits, Malt Beverage & Wine	\$4,900.00	\$300.00	\$ _____
<input type="checkbox"/> Distilled Spirits	\$4,000.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage & Wine	\$900.00	\$100.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Patio Permit	\$50.00		\$ _____
<input type="checkbox"/> Additional Movable Bar(s) # _____ x	\$300.00 each		\$ _____
<input type="checkbox"/> Additional Fixed Bar(s) # _____ x	\$600.00 each		\$ _____
<input type="checkbox"/> Growler (Malt Beverage Only)	No Additional Fee		\$ _____ 0.00
<input type="checkbox"/> Sunday Sales Permit (Must Complete and Enclose Application)	\$1100.00		\$ _____

Subtotal Due: \$ _____

Renewals Postmarked or Received After November 30th will be charged Eleven Percent (11%) penalty and interest.

Penalty (10% x Subtotal Due) \$ _____

Interest (1% x Subtotal Due) \$ _____

Total Due: (Subtotal Due + Penalty + Interest) \$ _____

Make checks payable to TAX TRUST ACCOUNT. Remit to Avenu BL Dept • PO Box 830900 • Birmingham, AL 35283-0900

ALCOHOLIC BEVERAGE RENEWAL APPLICATION FEE SCHEDULE

<u>TYPE OF LICENSE:</u>	<u>Annual Fee (s)</u>	<u>Administrative Fee(s)</u>	<u>License Fee Due</u>
____ CLASS D. – PACKAGE/GROWLER			
<input type="checkbox"/> Distilled Spirits	\$4,000.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Malt Beverage & Wine	\$900.00	\$100.00	\$ _____
<input type="checkbox"/> Sunday Sales Permit (Must Complete and Enclose Application)	\$1100.00		\$ _____
____ CLASS E. – ANCILLARY PACKAGE			
<input type="checkbox"/> Malt Beverage Tasting	\$75.00	\$0.00	\$ _____
<input type="checkbox"/> Wine Tasting	\$75.00	\$0.00	\$ _____
<input type="checkbox"/> Sunday Sales Permit (Must Complete and Enclose Application)	\$1100.00		\$ _____
____ CLASS F. – WHOLESALE			
<input type="checkbox"/> Distilled Spirits	\$4,000.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Malt Beverage & Wine	\$900.00	\$100.00	\$ _____
____ CLASS G. – COMPLIMENTARY SERVICE			
<input type="checkbox"/> Distilled Spirits	\$100.00	\$100.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$50.00	\$50.00	\$ _____
<input type="checkbox"/> Wine	\$50.00	\$50.00	\$ _____
<input type="checkbox"/> Sunday Sales Permit (Must Complete and Enclose Application)	\$1100.00		\$ _____
____ CLASS H. – GROCERY STORE			
<input type="checkbox"/> Distilled Spirits	\$4,000.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Sunday Sales Permit (Must Complete and Enclose Application)	\$1100.00		\$ _____
<input type="checkbox"/> Malt Beverage & Wine	\$900.00	\$100.00	\$ _____

Subtotal Due: \$ _____

Renewals Postmarked or Received After November 30th will be charged Eleven Percent (11%) penalty and interest.

Penalty (10% x Subtotal Due) \$ _____

Interest (1% x Subtotal Due) \$ _____

Total Due: (Subtotal Due + Penalty + Interest) \$ _____

Avenu Account #: _____ Business Name: _____

ANNUAL ALCOHOL LICENSE RENEWAL

Type of Ownership: () Single Owner () Partnership () Association () Corporation () LLC

If a corporation: Corporate Name _____ State Inc. _____ Date Inc. _____

Please list, on a separate form, the Name, Address and % of Ownership of all Corporate Officers, Partners and Owners.

1. Has any change occurred in ownership of this business since filing the last application? Yes No

.....

If yes, detail change which occurred and date change occurred:

2. (a) Since filing the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Georgia laws, any laws of other states, or ordinances of any municipality?

Yes No

(b) Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other person(s) affiliated with this license?

Yes No

If answer to Questions No. 2a and/or 2b is "YES," outline details below: If more than one individual, please use a separate form for additional info and details.

Name _____
Charge _____
Where Convicted _____
Date _____ Penalty _____
____ PENDING ____ MISDEMEANOR ____ FELONY

Name _____
Charge _____
Where Convicted _____
Date _____ Penalty _____
____ PENDING ____ MISDEMEANOR ____ FELONY

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Further, the applicant agrees to abide by all laws, rules and regulations of the United States, the State of Georgia, and of the City of Brookhaven, now in force or which may hereafter be enacted, which regulate and govern the sale of alcoholic beverages and liquors. The applicant understands that issuance of license hereby applied for be granted, shall be constituted only as a privilege and not a right and that said license may be revoked or suspended by the City Finance Department, Brookhaven, Georgia

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to state laws and city ordinances of Brookhaven, Georgia shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Applicant and Licensee's Signature _____

Date _____

This _____ day of _____, 20____.

Notary Public's Signature and Seal

Your renewal application(s) and payment must be received by November 30th to avoid penalty and interest charges of eleven percent (11%). Incomplete renewals will be returned to you to be completed.

No renewals are accepted after December 31st.

Make checks payable to TAX TRUST ACCOUNT. Remit to Avenu BL Dept • PO Box 830900 • Birmingham, AL 35283-0900

Avenu Account #: _____ Business Name: _____

CITY OF BROOKHAVEN SUNDAY SALES RENEWAL APPLICATION
Only Complete if you participate in Sunday Sales (Consumption on Premise Only)

Name of Business: _____

Business Address: _____

This affidavit must be fully completed, signed by licensee and notarized. Renewals are due by November 30th for the next calendar year. Renewals submitted after November 30th will be charged a ten (10) percent late payment penalty and interest charges of one (1) percent per month or fraction of a month.

The following information must be provided for the last twelve months that the business was open. If the business has been open less than twelve (12) months, please provide actual sales for time open.

1. Period for which information is provided. _____
2. Gross receipts/sales from food and food service. \$ _____ = (____) %
3. Gross receipts/sales from beer, wine and/or liquor. \$ _____ = (____) %
4. Total of food and beverage sales (lines 2 & 3) for this period. \$ _____ = (100) %

Briefly describe how the sales are totaled or divided into the food and beverage service amounts:

I certify that I have a working knowledge of the books and records of the above establishment and to the best of my knowledge that these figures are true and correct. I hereby affirm in accordance with City of Brookhaven Alcoholic Beverage (Chapter 4) Ordinance **that at least 60% (50% for establishments selling distilled spirits) of this establishment's food and beverage service for the last 12 months (365 days) is derived from the sale of food and food products.** I further affirm that City of Brookhaven may request an audit, at any time, at the licensee's expense to verify these figures.

THIS FORM MUST BE FULLY COMPLETED, SIGNED AND NOTARIZED. INCOMPLETE FORMS WILL BE RETURNED TO YOU.

Name of Preparer (please print or type)

Name of Licensee (please print or type)

Signature of Preparer

Signature of Licensee

Date

Sworn under oath on this _____ - _____ - _____
Month Day Year

Notary Signature and Seal

Avenu Account #: _____ Business Name: _____

Alcohol Excise Tax Acknowledgement

Pursuant to the Chapter 4 Alcohol Beverage Ordinance, all licensed businesses in the City of Brookhaven that hold a valid City of Brookhaven Alcohol Privilege License to **serve Distilled Spirits for consumption on premises** must be responsible for submitting their monthly Alcohol Excise Tax returns. Below is an excerpt of Article 2 Excise Tax from the Chapter 4 Alcohol Ordinance.

Section 1: Tax Imposed on Sale of Drinks Containing Distilled Spirits

There is imposed and levied upon every sale of an alcoholic beverage purchased by the drink in the city a tax in the amount of three (3) percent of the purchase price of such beverage. Every licensee for the sale of alcoholic beverages by the drink operating a place of business in the city shall maintain detailed sales records indicating each transaction by beverage and food served, its price and total.

Section 2: Licensee to Collect and Remit

Every licensee or the licensee's agent shall collect the tax herein imposed from purchasers of alcoholic beverages by the drink sold within the licensee's licensed premises. Such licensee or agent shall furnish such information as may be requested by the finance department to facilitate the collection of the tax.

Section 3: Payment and Returns by Licensee

(a) Each licensee shall pay over the amount of taxes collected and coming due under this Article in any calendar month to the City not later than the **twentieth day of the following calendar month**.

(b) On or before the twentieth day of each month, a return for the preceding month shall be filed with the City of Brookhaven by each licensee liable for the payment of tax under this article. Returns shall be in such form as the City may specify and shall show the licensee's gross receipts from the sale of drinks containing distilled spirits and the amount of taxes collected or coming due thereon.

Any amounts collected in excess of three per cent (3%) of the taxable sales shall be reported and paid to the City.

(c) Licensees shall be allowed a percentage of the tax due and accounted for and shall be reimbursed in the form of a deduction in submitting, reporting, and paying the amount due, if said amount is not delinquent at the time of payment. The rate of deduction shall be the same rate authorized for deductions from State sales and use tax under O.C.G.A. § 48-8-50.

Alcohol Excise forms can be found on our website at www.avenuinsights.com. Please sign and date below acknowledging that you understand your responsibility to report your monthly Alcohol Excise Taxes.

Name: _____ Signature: _____ Date: _____

Email: _____ Phone: _____