

WINE SHIPPER PERMIT APPLICATION CHECK LIST

Following is a list showing all information that should be submitted in order to obtain a North Carolina Wine Shipper permit. Any omission of any one of the required documents will result in a delay in processing your ABC permit application.

To be considered for a permit you must submit the following:

- ✓ **Completed permit applications** (Please refer to Who Completes an Application)
 - Applications must be legible and printed in ink.
 - Applicant's signature must be notarized.
- ✓ **No fees to send-** this is a free permit.
- ✓ **Corporations** – Articles of Incorporation
- ✓ **Limited Liability Companies** – Articles of Organization
 - **Manager Managed** – Operating Agreement
 - **Managed by Outside Manager** – Management Agreement
- ✓ **Limited Partnerships** – Certificate of Limited Partnership
- ✓ **Federal Basic Permit as a Bonded Winery or Bonded Wine Cellar**
- ✓ **Completed Brand Listing** indicating all brands that will be shipped to consumers in this State.

Wine Shipper permit holders are responsible for payment of North Carolina Sales and Excise taxes that will be remitted to the North Carolina Department of Revenue. Checks for this purpose should be made payable to North Carolina Department of Revenue. Shippers must also submit monthly reports to NC Revenue and can obtain a supply of these forms by calling 919-733-3641.

Quarterly shipping reports are sent to the NC ABC Commission. You may obtain these forms from: www.ncabc.com/forms/?folder=44