

DEPARTMENT USE ONLY

Permit Number
Period Covered
Date of Issuance

# LIQUOR/WINE SALESPERSON'S PERMIT APPLICATION

Wisconsin Department of Revenue  
Excise Tax Section 6-107  
PO Box 8900  
Madison WI 53708-8900  
Phone: (608) 261-6435  
Fax: 261-7049

This permit is required to solicit orders for, or engage in the sale for future delivery of, liquor/wine for the permittee named below. Enclose \$20 Business Tax Registration fee (if applicable).

Last Name (please print)		First	M.I.	Date of Birth (MM/DD/YYYY) / /
Home Address				Social Security Number
City or Post Office	State	Zip Code	Phone Number ( )	

- Current Business or Occupation (be specific)

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- Business or Occupation for the past three years.

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- Have you individually, or have you as a Sole Proprietor, Partner(s), Limited Liability Company Member(s), or Corporate Officer(s), ever held, or now hold, a permit or certificate issued by the Wisconsin Department of Revenue?  YES  NO  
If YES, indicate type, number, and location for which it was issued.

- Have you made, or are you making, application for, or have any interest in, a retail liquor/wine license in Wisconsin?  YES  NO  
If YES, indicate the date, municipality involved, and the type of liquor license.

- Are you a member of any Wisconsin town board, village board, or common council of any municipality?  YES  NO  
If YES, identify →  Town  Village  City of \_\_\_\_\_ name of municipality

- Have you ever been convicted of violating federal or state laws or local ordinances other than traffic violations?  YES  NO  
If Yes, check type of law violated:  Federal  State  Local Ordinances  
Details of the violation, including nature of violation, date, place, court, and disposition: \_\_\_\_\_

If you have been convicted of a felony for which you received a pardon, describe the nature of the felony and date/place of the pardon.

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Name of Permittee Which Applicant Will Represent	Permit #		
Address	City	State	Zip Code

I declare under penalties of law that I have examined this information and to the best of my knowledge it is true, correct, and complete.

Your Signature 	Date
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# INSTRUCTIONS FOR LIQUOR/WINE SALESPERSON'S PERMIT

## → WHO NEEDS A LIQUOR/WINE SALESPERSON'S PERMIT

Any person in Wisconsin who solicits orders for or engages in the sale of liquor/wine for future delivery on behalf of the manufacturer or permittee must have this permit.

## → TO OBTAIN A LIQUOR/WINE SALESPERSON'S PERMIT

Send your completed application to: Wisconsin Department of Revenue, Excise Tax Section 6-107, PO Box 8900, Madison, WI 53708-8900.

## → BUSINESS TAX REGISTRATION (BTR) FEE

A \$20 BTR fee applies to all person's who apply for liquor/wine salesperson's permit.

Exceptions – The \$20 BTR fee is not due with this application if:

- You held any active permit or certificate on December 31, 1995, issued by the department that is covered by the BTR provisions.
- You paid the \$20 BTR fee with a previous application for another permit or certificate.

## → BUSINESS TAX REGISTRATION (BTR) RENEWAL

The department will send the Business Tax Registration (BTR) renewal notice when the permits and certificates subject to BTR provisions approach their expiration date. The expiration date will vary from taxpayer to taxpayer. Normally, the expiration date is two years from the end of the month in which you applied for your permit/certificate.

## → ASSISTANCE AND FORMS

Information, forms, and assistance are available at our Madison office:

2135 Rimrock Road  
Madison WI 53713  
(608) 261-6435  
FAX (608) 261-7049

or write to:

Excise Tax Section 6-107  
PO Box 8900  
Madison WI 53708-8900  
E-mail: [excise@revenue.wi.gov](mailto:excise@revenue.wi.gov)

## INTERNET ADDRESS

You can access the department's website 24 hours a day, seven days a week, at [www.revenue.wi.gov](http://www.revenue.wi.gov).  
From this website, you can:

- Complete electronic fill-in forms
- Download forms, schedules, instructions, and publications
- View answers to frequently asked questions
- E-mail us for assistance