



# Illinois Liquor Control Commission

## **Governor**

Pat Quinn

## **Chairman**

Irving J. Koppel

## **Executive Director**

Lainie Krozel

## **Commissioners**

John M. Aguilar

Daniel J. Downes

James M. Hogan

Sam Esteban

Michael McMahon

Steven B. Schnorf

# Illinois General Distribution/Wine Distribution

- Three Tier State
- Direct Shipment Permit State
- Limited Self Distribution Rights

# Top Tier Licenses

## **Illinois Manufacturer Licenses**

- Distiller (\$3600)
- Rectifier (\$3600)
- Brewer (\$900)
- First Class Wine Manufacturer (\$600)
- Second Class Wine Manufacturer (\$1200)
- First Class Wine Maker (\$600)
- Second Class Wine Maker (\$1200)
- Limited Wine Manufacturer (\$120)

# Top Tier Licenses (continued)

## **Non Resident Dealer (NRD)**

1. Out of State Manufacturer/agent
2. Primary US Importer/agent

- Must sell to foreign importer or importing distributor.
- Business location may be inside Illinois

Fees:           \$270 >500,000 gallons  
                  \$90 <500,000 gallons

# Top Tier Licenses (continued)

## **Foreign Importer**

- ❑ Business must be located in Illinois
- ❑ Product must be warehoused in Illinois
- ❑ May import from unlicensed overseas manufacturer
- ❑ Must obtain Federal COLAs and Basic Permit
- ❑ May be held by a Distributor
- ❑ Must purchase US domestic products from NRD

Fees: \$25 (in addition to other Distributor license fees)

# Second Tier Licenses

- Distributors
  - Distributor (General – within State) (\$270)
  - Importing Distributor - only issued to Illinois Distributors (\$25)

# General licensing procedures

- Manufacturers
  - Distributors

# Application process:

1. Obtain Federal Basic Permit and Label Approvals - Call **800-937-8864** or visit the web at **tbt.gov**.
2. Contact local jurisdiction for licensing requirements.
3. Obtain FEIN by calling **800-829-3676**.
4. Obtain an Illinois Business Tax (IBT) number by calling **217-785-3707** or visit **tax.illinois.gov** (**click on “For Businesses” and then “Business Registration”**).
5. To register as a corporation or LLC, contact the Illinois Secretary of State at **312-793-3380**.

*Once above is completed,  
you can begin completing the  
Illinois liquor license application*

# Submissions for Manufacturers, Non-Resident Dealers, Foreign Importers:

1. Completed application.
2. Federal Label Approvals
3. Copy of **Federal Basic Permit**.
4. Registration Statement — if applicable  
(download form at [www.state.il.us/lcc](http://www.state.il.us/lcc)).
5. Appointment letter for agent NRDs
6. Original bond issued by Illinois Dept. of Revenue  
(not for NRDs).
7. Bond fund questions? Call 217/782-6045.

# Stand Alone Registrations (without application):

## **Mail In the following:**

1. Registration Statement -(download form at [www.state.il.us/lcc](http://www.state.il.us/lcc)).
2. Cover Letter – state whether registration is for a new label, label revision, new distributor, etc.. Also include e-mail contact information.
3. Federal Label Approvals
4. Appointment letter for agent NRDs (if the NRD has not been previously appointed for the brand.
5. New on-line process (expected by end of 2009)

# Required for Distributor's License:

Submit the following to ILCC

- ❑ State Application
  - ❑ Basic Permit
  - ❑ Lease (Warehouse Location)
  - ❑ Illinois Business Tax Number
  - ❑ Federal Employee ID
  - ❑ Bond Form
- 
- Inspection Required (takes a 2-4 weeks)
  - Separation of Office/Warehouse is allowed
  - Issued to the address on the Basic Permit (preferably where the liquor is stored).
  - License will not be issued to a private residence even with local zoning approval.
  - Original Illinois Dept. of Revenue (IDOR) bond form.

# Revenue Bond forms (Required for 1<sup>st</sup> and 2<sup>nd</sup> Tier Licensing)

- **RL-1 Liquor Tax Statement of Liability:**
  - \$1000 cashier's check payable to IDOR (may be adjusted after the first year);
  - CD opened in your business name;
  - Check usually released after two years.
- **REG-4-D Irrevocable Letter of Credit Bond:**
  - Obtained through a bank;
  - Signed by bank officer with bank's seal.
  - Approval by IDOR is required;
  - Can take up to 5-7 business days.

# Revenue Bond forms (cont'd.)

- **REG-4-A Financial Responsibility Bond:**
  - Obtained through insurance company;
  - Requires signature, power of attorney, company seal.
  - Approval by IDOR is required;
  - Can take up to 5-7 business days
- **Miscellaneous Tax Division:**
  - Verifies bond information;
  - Notifies ILCC of bond approval.

# Required for a Direct Wine Shipper's License (approx. 2 weeks)

- In-State/Out-of-State Makers of Wine
- Direct Ship to Consumers
  - Up to 12 cases per year per adult resident
  - Shipping requirements include “over 21” signature and identification requirements.
- Fees
  - <250,000 gallons per year = \$150.00
  - Between 250,000 and 500,000 = \$500.00
  - >500,000 gallons per year = \$1000.00
- Application requirements (Out-of-state wineries)
  - Out-of-State wine makers license
  - One Permit per license (Custom Crush example)
  - Label approvals (if not already approved)
  - Tax Bond Requirement = \$1000.00 (must call the ILCC to determine if new bond is needed).
  - Registration Statement

# Self Distribution (to retailers) Exemption

- Eligibility - In-State Wine Maker or Out of State Winery Holding Direct Shippers License
- Small Wineries – Produce less than 25,000 gallons annually
- Distribute not more than 5,000 gallons to retailers annually
- Must file a simple exemption form with ILCC

Questions on  
any of today's  
topics?

Call the Illinois Liquor  
Control Commission  
at 312-814-2206