



LIQUOR

New Officers or Directors Checklist

ABCC REQUIREMENTS:

1. Application must be filled out online (website listed below), printed and submitted to the Board of Selectmen's Office:
www.mass.gov/abcc/pdf/forms/retail/reta_newoffdirect.pdf
2. **\$200.00** Check made payable to the **ABCC** or **Commonwealth of Massachusetts**
3. Vote of Corporate Board or LLC authorizing the changes
4. Certificate of Good Standing from the Massachusetts Department of Revenue
5. Articles of Organization for Corporation or LLC
6. Personal Information Form for all individuals with beneficial interests in the license
7. All financial records, loan agreements and/or documents, for source(s) of money who are funding more than \$50,000 towards this license transaction
8. CORI Release Form

TOWN OF WALPOLE REQUIREMENTS:

These forms are available in the Selectmen's Office and Online

1. **\$100.00** Check made payable to the **Town of Walpole**
2. Tax Affidavit & Workers' Compensation is to be filled out and a copy of Workers' Compensation Policy declaration page (showing the policy number and expiration date)
3. Compliance with Citizenship and Residence requirements as found in Ch. 138, s 15 and s 26 and 204 CMR 2.01 (1)

PLEASE NOTE THAT THE ABCC WILL NOT ACCEPT HAND WRITTEN DOCUMENTS.