



LIQUOR

Change of Legal Structure:

This is for a change in legal structure only (i.e. going from a sole proprietor to an LLC or Corporation or a Corporation going to an LLC). If the Persons or entities with beneficial interest in this license are also changing, you should complete the Transfer of License paperwork.

ABCC REQUIREMENTS:

1. Visit the ABCC website www.mass.gov/abcc for the [Change of Corporate Structure Application](#) and list of required documents
2. [Monetary Transmittal Form](#) with \$200 Fee – As of November 19, 2017, **the ABCC will no longer accept paper checks as payment for applications & permits**. Payments must be made **online** by using either a personal or business check (ACH). Once your online payment is completed, you must print the confirmation receipt and then include that receipt with your application to the Local License Authority (Town of Walpole).

TOWN OF WALPOLE REQUIREMENTS:

1. Completed online application via Viewpoint:
<https://walpolema.viewpointcloud.com/categories/1080/record-types/1006589>
2. **\$100.00** Paid online through Viewpoint as part of the application or Check made payable to the **Town of Walpole**.
3. [Workers' Compensation](#)
4. Certificate of Liability Insurance (showing the policy number and expiration date for both Workers' Comp and Liquor Liability)

Please note that the ABCC will NOT accept hand written documents and the Selectmen's Office will only accept complete applications