State of Louisiana
Office of Alcohol and Tobacco Control

Out of State Manufacturer Information

In addition to the provided documents in this application packet, please make yourself aware of the below information.

1. To obtain authority to ship into the state of Louisiana and a list of wholesale dealers, please contact the Louisiana Department of Revenue at 225-219-7656.

2. Register Product Labels online, view information at http://www.atc.la.gov/productlabeling

For further instructions or assistance with this application, please contact Carrie Guillot with the Louisiana Office of Alcohol & Tobacco Control at 225-925-4043.

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Louisiana Department of Revenue
Office of Alcohol and Tobacco Control
P.O. Box 66404
Baton Rouge, LA 70896
(225) 925-4041

Out of State Manufacturer/Supplier's Permit Application

☐Individual	☐Corporation	☐LLC	☐Partnership	☐Limited Partnership (LP)

Business Name	Business Location

P.O. Mailing Address (If Different)	Street	City

Primary Contact Person (Last, First, Middle)	Title

Business Telephone Number	Business Fax Number	Email Address

PERMITS EXPIRE DECEMBER 31 of EACH YEAR

Please answer questions

1. Is this business a Manufacturer/Supplier of products of LOW ALCOHOL CONTENT (alcoholic beverages containing not more than six percent alcohol by volume)?
   ☐ Yes ☐ No
2. Is this business a Manufacturer/Supplier of products of HIGH ALCOHOL CONTENT? (alcoholic beverages containing more than six percent alcohol by volume.)?
   ☐ Yes ☐ No
3. Does this business manufacture its own products?
   ☐ Yes ☐ No
4. Does this business import foreign (outside U.S.) product(s) and ship to Louisiana Wholesalers?
   ☐ Yes ☐ No
5. How many cases of alcoholic beverage did this business sell to wholesalers in Louisiana last calendar year?
   _____
6. Does this business hold a Wholesale license or Supplier / Manufacturer license from the state in which the business domiciled?
   ☐ Yes ☐ No (If yes, attach a copy of the license to this application)
7. Does this business hold a "TTB" permit?
   ☐ Yes ☐ No (If yes, attach a copy of the permit to this application)
8. Does this business have written approval from the Louisiana Department of Revenue to ship alcoholic beverages into Louisiana?
   ☐ Yes ☐ No (If yes, attach a copy of the approval to this application)

Complete the reverse side of this form and apply attachments to this application regarding this section if necessary. Sign the affidavit, have it notarized and mail with the appropriate fee to:

Louisiana Department of Revenue
Office of Alcohol and Tobacco Control
P.O. Box 66404, Baton Rouge, LA 70896-6404

List name and address of Wholesaler(s) that will receive your products

Name:	Address:

List all Brands Supplied by this Business

Brands	

FEES

Manufacturers/Suppliers who sell less than one thousand cases of their product in the state - $200.00

All other out of state manufacturers and suppliers - $1000.00

Enter amount enclosed for this application: **$** _____

Make money order, company check, or certified check payable to: **Louisiana Dept. of Revenue/LA ATC**

Signature/Notary

Your company will not be able to sell / distribute products containing alcohol of high or low content to any Louisiana wholesale dealer or distributor, regardless of whether the sale is consummated inside or outside the State of Louisiana, until the fee has been paid.

I swear that the information that I have given is true and correct to the best of my knowledge and that I have read and understand every section on this application.

Signature: _____ **Title:** _____

Print/Type your name: _____

Sworn to and subscribed to me this _____ **day of** _____**, 20** _____

in the county of _____**, State of** _____

Notary Public's Signature: _____ **Print Name of Notary Public:** _____

A Note from the Louisiana Office of Alcohol & Tobacco Control

As the agency tasked with regulating alcoholic beverage and tobacco commodities, one of our main goals here at ATC is to promote awareness and understanding throughout the industry of the Alcoholic Beverage and Tobacco Laws and Regulations. As such, we feel that it may be helpful to provide you with a few commonly un-known or misunderstood provisions of law. Did you know…

- Licensed Louisiana retail dealers of alcohol and tobacco products can only purchase their inventory from licensed Louisiana wholesale dealers.
- 6% price mark-up provisions apply to alcohol and tobacco products.
- Permits are issued per location address and only one alcoholic beverage permit can be issued to an address (i.e. you cannot have two classes of permits at one address).
- **Public habitable area** means publicly accessible space, within a structure, which is permanent in nature, is in compliance with applicable building codes, is fully enclosed and climate controlled.
- Employees selling or serving alcoholic beverage and tobacco products must obtain a Responsible Vendor Certification within 45 days of employment.
- Retail dealers are required to maintain alcoholic beverage and tobacco invoices as well as employee records on the licensed premise at all times.
- Managers must be registered and certified by ATC. It is important to supply a Schedule A on all appointed managers.
- ATC is authorized to accept documentation and provide information to anyone registered with a business. As such, it is imperative, for the safety your business information, to maintain current ownership and management records with ATC.
- Smoking is not allowed on any areas of a Class B, C (package stores), or AR premise (restaurant).
- Placing signs provided by wholesalers/suppliers outside your business is prohibited (this also includes utility items such as table umbrellas).
- The sale of single cigarettes is prohibited.

A complete copy of the Alcoholic Beverage and Tobacco laws and regulations can be downloaded from the ATC website at www.atc.la.gov. We are always happy to assist you with any questions or concerns at (225)925-4041. Additionally, we encourage you to help us promote responsible business practices by reporting violations of the alcoholic beverage and tobacco laws to our complaint line at (225)925-4070.