

**DBPR ABT-6005i- INSTRUCTIONS FOR COMPLETING
APPLICATION FOR TOBACCO PRODUCTS WHOLESALER DEALER
DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO**

If you have any questions or need assistance in completing this application, please contact the Division of Alcoholic Beverages & Tobacco's (AB&T) local district office. Please submit your completed application and required fee(s) to your local district office. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's web site at the link provided below:

[Alcoholic Beverages & Tobacco – Contact – MyFloridaLicense.com](http://www.myfloridalicense.com/dbpr/abt/district_offices/auditing.html)

GENERAL INSTRUCTIONS

Submitting Your Application

Applications for Tobacco Products Wholesale Dealer permits are filed with the Division of Alcoholic Beverages and Tobacco. Please complete all information. All questions must be answered fully and truthfully. You must provide an original application with original signatures. If you are required to submit any supporting documentation, such as the items listed below, a copy of the document is acceptable. Once submitted, your application cannot be returned to you. We will notify you in writing if your application has any errors or omissions and you will be given the opportunity to submit the corrected or required document.

This permit may not be transferred or change its location. If you sell the business, the new owner must apply for a new permit. If you desire to change the location, you must apply for a new permit.

Note: When applicable, you must submit a legible and executed copy of any agreements which require a percentage payment from the business operation.

A separate application must be filed for each place of business at which a tobacco products wholesale dealer proposes to engage in business.

If eligible, a temporary license may be purchased for \$25.00. The permanent license fee is \$25.00.

Contact Person

All communications regarding your application and invoices for payments of initial and renewal fees will be sent to the applicant/licensee at the mailing or email address provided. However, if you would like for us to communicate with someone other than the applicant regarding your application, please provide the name and contact information for that person in the "License Information" section. Your named contact person will be permitted to make changes to the application paperwork on your behalf (except Related Party Personal Information Sheet) and we will communicate directly with them regarding any application issues or deficiencies, and you will not be copied by the division with the correspondence. Once the application is approved, all invoices and any subsequent communications will be sent to the mailing address of the licensee.

APPLICATION REQUIREMENTS

Affidavit of Applicant

Read and sign in the presence of a notary. The affidavit must be signed by the individual applicant, each partner of a general partnership, a general partner of a general partnership of a limited partnership, a managing member, manager, or officer of a limited liability company, each partner of a limited liability partnership, or one of the officers of a corporate applicant.

Surety Bond

Surety bonds are required on all new applications for manufacturers, wholesale distributors of alcoholic beverages, wholesale distributors of cigarettes, and other tobacco products. A surety bond or a rider to the original bond must be submitted on any change of business name, change of location or change of ownership name application by the aforementioned. You may wish to have an auditor review your surety bond prior to submitting this application. Contact the division's Auditing Office serving your area of interest for further information. A list of the Auditing offices can be found at:

http://www.myfloridalicense.com/dbpr/abt/district_offices/auditing.html.

Registration of Legal Entity

All corporations, domestic or foreign; general partnerships; limited liability companies; limited liability partnerships; and limited partnerships are required to be registered with the Florida Department of State, Division of Corporations. If you have not already registered, you will need to contact the Department of State at (850) 488-9000 or www.sunbiz.org for further information. Your application will be considered incomplete without this active registration.

Federal Employer's Identification Number (FEIN)

All licensees who pay wages to one or more employees must have a Federal Employer's Identification Number. Contact the Internal Revenue Service (IRS) at 1-800-829-3676 and request Form #SS4.

Related Party Personal Information

This section of the application must be completed by each applicant or person(s) directly connected with the business, unless they are a current licensee. The signature of each person filling out this section of the application must be an original. This will include the sole proprietor, all partners, officers, directors, individual share holders owning more than 1/2 of 1 percent of stock in non-public corporations, all partners of each general partnership, all general partners of a limited partnership, all managing members or managers of a limited liability company, partners of a limited liability partnership, and persons directly interested and receiving financial proceeds from the business. It is important that each individual discloses any arrests they have had within the past 5 years, even if they were charged, but not formally arrested, and regardless of the disposition.

Copy of Arrest Disposition

If the applicant answers "yes" to any of the criminal background questions asked in this application, provide a copy of the Arrest Disposition to ensure the applicant is qualified, pursuant to Statute and Rule.

Applicable Statute: 210.15, Florida Statutes.

Directly/Indirectly Interested Person

A direct interest is created by a person or entity having an interest with the applicant in the business sought to be permitted and, includes but is not limited to:

1. an interest which is created by virtue of the interested party deriving revenue from the sale of tobacco products;
2. a person or entity having the right to receive revenue based on a contractual relationship related to the control of the sale of tobacco products;
3. a person or entity who has a right to a percentage payment from the proceeds of the business pursuant to a lease;
4. a guarantor on a lease or loan;
5. a co-signer on a lease or loan.

An indirect interest includes, but is not limited to, any person or entity that derives revenue from the permit solely through a contractual relationship with the permit holder, the substance of which is not related to the control of the sale of tobacco products.

Note: Direct and indirect interests must be disclosed in the "DISCLOSURE OF INTERESTED PARTIES" section of the application.

APPLICATION CHECKLIST

TRANSACTION	APPLICATION REQUIREMENTS
New License as Tobacco Products Wholesaler Dealer (TWD)	<input type="checkbox"/> Complete DBPR ABT-6005 Division of Alcoholic Beverages and Tobacco Application for Tobacco Products Wholesale Dealer <input type="checkbox"/> Pay \$25 fee if requesting an initial temporary permit (make check payable to the Division of Alcoholic Beverages and Tobacco) <input type="checkbox"/> Complete DBPR ABT-6032 Surety Bond Application for \$1,000 Surety Bond