

**NEW LICENSE**

Form 43 (to be completed by Local Licensing Authority)

\*ABCC Retail Application

**DEPARTMENT OF REVENUE CERTIFICATE OF GOOD STANDING**

(<http://www.mass.gov/dor/businesses/programs-and-services/certificate-of-good-standing.html>)

Articles of Organization (if corporation)/or Partnership (if partnership)

Vote of Corporate Board (appointing Manager)

\* Manager's Form (if corporation, Manager must complete the form; if partnership, each partner must complete the form; if individual, individual must complete the form)

\*Personal Information Form(s)

General License Form (Commonwealth of Massachusetts Form 460 – Certifying under the penalties of perjury that the applicant has files all State tax returns and paid all State taxes required)

Town of Winchester General Application (attached)

Lease Agreements/Purchase and Sale Agreements/Proof of Legal Right to Occupy

Documents to support financing (3 months bank statements)

Floor Plans showing square footage, entrances, exits, seating, etc.

Requested Hours of Operation

Birth Certificate/Naturalization Papers

Abutter Notification Form/Newspaper Notice/Return Receipt Cards

Fees: \$200 made out to Alcoholic Beverage Control Commission

\$600 filing fee – Town of Winchester

License fees:

Clubs	\$2,000
Restaurants (Beer and Wine Only)	\$2,500
Package Store	\$2,500
Restaurants (All Alcoholic)	\$3,500

**TRANSFER OF LICENSE**

Form 43 (To be completed by Local Licensing Authority)

\*Petition for Transfer of Ownership

\*ABCC Retail Application

**DEPARTMENT OF REVENUE CERTIFICATE OF GOOD STANDING FOR BOTH BUYER AND SELLER**

(<http://www.mass.gov/dor/businesses/programs-and-services/certificate-of-good-standing.html>)

Articles of Organization (if corporation)/or Partnership (if partnership)

Vote of Corporate Board (appointing Manager)

\*Manager's Form (if corporation, Manager must complete the form; if partnership, each partner must complete the form; if individual, individual must complete the form)

\*Personal Information Form(s)

General License Form (Commonwealth of Massachusetts Form 460 – Certifying under the penalties of perjury that the applicant has files all State tax returns and paid all State taxes required)

Lease Agreements/Purchase & Sale Agreements

Documents to support financing (3 months bank statements)

Floor Plans showing square footage, entrances, exits, seating, etc.

Requested Hours of Operation

Birth Certificate/Naturalization Papers

Abutter Notification Form/Newspaper Notice/Return Receipt Cards

P&S/Pledge Agreement if applicable

Fees: \$200 made out to Alcoholic Beverage Control Commission

\$300 filing fee – Town of Winchester

License fees:

Clubs	\$2,000
Restaurants (Beer and Wine Only)	\$2,500
Package Store	\$2,500
Restaurants (All Alcoholic)	\$3,500

*\*The ABCC now requires these forms to be filled out, by the applicant, online and submitted to the Local Licensing Authority for review/approval.*

## **Certificate of Good Standing**

Corporations and other organizations often need proof that they are in good standing with the Commonwealth, i.e., that all tax liabilities have been met in order to obtain financing, sell their business, renew licenses or enter into other business transactions.

The fastest and easiest way to obtain a Certificate is via our [online application](http://www.mass.gov/dor/businesses/programs-and-services/certificate-of-good-standing.html) (<http://www.mass.gov/dor/businesses/programs-and-services/certificate-of-good-standing.html>). Both taxpayers and authorized practitioners can use this program to obtain a Certificate within a few days. Before beginning this process, make sure that key authenticating data is readily available, including the entity's id number, a list of tax types filed with DOR and the dates when the entity was first required to collect and submit these taxes.

Once the applicant has been authenticated, a search will be made of our databases to identify any returns that need to be filed or bills that remain unpaid. Since this process takes up to 48 hours, users will be given an application number and asked to come back to the program in a couple of days. At that time, fully compliant taxpayers will be able to print a Certificate or request that it be mailed to the address of record. If bills are identified, an opportunity will be given to pay the amount owed via EFW. A Certificate will then be issued. Taxpayers with nonfiled Trustee tax returns (Sales, Meals, Withholding, Room Occupancy), can file and pay within the application and obtain their Certificate. Taxpayers with nonfiled Income and Corporate returns will be given instructions on how to file on paper and obtain a Certificate.

### **Please note:**

Taxpayers responsible for certain taxes such as Alcoholic Beverage Excise, Cigarette Excise, Sales Tax on Boats, International Fuels Tax Agreement, Smokeless Tobacco or Ferry Embarkation will need to file a paper application. This form can be printed from this site. **Paper applications can take 4 to 6 weeks.**

Paper applications are also required in order to obtain a Waiver of Corporate Tax lien.

Dissolutions: Corporations have not been required to obtain a Certificate of Good Standing prior to a voluntary dissolution since March 1992.

**CERTIFICATE OF GOOD STANDING REQUIRED FOR THE FOLLOWING TRANSACTIONS:**

- New License
- New Officers/Directors/LLC Managers
- Transfer of License
- Pledge of License/Stock
- Transfer/Issuance of Stock
- New Stockholder
- Seasonal to Annual License
- Adding Cordials/Liqueurs
- Change of Corporate Name
- Management Agreements
- Change of License from Wine & Malt to All Alcohol



**TOWN OF WINCHESTER  
BOARD OF SELECTMEN - GENERAL APPLICATION**

This is a general application for a license that the Board of Selectmen may grant. All license applications to the Winchester Board of Selectmen must be accompanied by the following information.

Indicate if license is: New \_\_\_\_ Transfer \_\_\_\_ Change of d/b/a \_\_\_\_ Other \_\_\_\_\_

**List type of license(s) applying for:**

- |  |  |
|--|--|
| <input type="checkbox"/> Common Victualler _____                     | <input type="checkbox"/> Food Vendor _____                           |
| <input type="checkbox"/> Package Store All Alcohol _____             | <input type="checkbox"/> Package Store Wine & Malt _____             |
| <input type="checkbox"/> Restaurant All Alcohol (100 seats) _____    | <input type="checkbox"/> Restaurant All Alcohol (70 seats) _____     |
| <input type="checkbox"/> Restaurant Wine & Malt _____                | <input type="checkbox"/> Club All Alcohol _____                      |
| <input type="checkbox"/> Class I No. of vehicles for display: _____  | <input type="checkbox"/> Class II No. of vehicles for display: _____ |
| <input type="checkbox"/> Vehicle for Hire/Taxi No of Vehicles: _____ | <input type="checkbox"/> Fortune Teller _____                        |
| <input type="checkbox"/> Annual Entertainment _____                  | <input type="checkbox"/> Automatic Amusement _____                   |

Business Name (legal): \_\_\_\_\_ dba: \_\_\_\_\_

**Please attach copy of business certificate if applying as dba or individual.** If business is a corporation or LLC, please attach:

1. Certificate of Good Standing from the Secretary of State's Office.
2. Corporate Vote authorizing business at the location.

Address of licensed premises (include zip code): \_\_\_\_\_

Mailing address (if different than above address): \_\_\_\_\_

Name of individual/applicant authorized to apply for license: \_\_\_\_\_

Business tel. no. of applicant: \_\_\_\_\_ Business email: \_\_\_\_\_

F.E.I.N. (F.I.N.) \_\_\_\_\_

Please check one of the following:  own premises  lease premises  property under P&S

Name and address of property owner if different from license holder:

\_\_\_\_\_

Name

\_\_\_\_\_

Address

**If applicable, please attach copy of lease and/or Purchase and Sales Agreement.**

Do you currently hold a similar license? \_\_\_\_\_ What type? \_\_\_\_\_

Have you previously applied for a license? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

Have you ever had a license revoked? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_ If yes, please indicate why:  
Town of Winchester General Application

If there is a building or structure associated with the license, please submit the following (preferably on 8 1/2 x 11" paper - no larger than 8 1/2 x 14"):

1. Floor plan (include seating area), and
2. Site plan indicating parking areas and access to Town ways.

**If applying for a Class I or Class II license, please submit a plot plan that shows:**

1. The number of the vehicles on display
2. The exact location of the vehicles
3. Customer parking
4. Office area

Proposed hours of operation:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_ Friday \_\_\_\_\_  
Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

**(Specify liquor sale hours if different than regular establishment hours):**

---

Has the applicant operated a similar business? (if applicable)

Name of Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Federal Tax No. (if applicable): \_\_\_\_\_

I certify that the Winchester Police Department may run a criminal records check for any prior offenses and that this information may be transmitted to the Local Licensing Authority at their request.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state and local taxes required by law.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*I certify that I have read through the conditions included with this license and agree to comply with any further stipulations that the Licensing Authority may from time to time approve. I also hereby authorize the Licensing Authority or their agent to conduct whatever investigation or inquiry is necessary to verify the information contained in this application.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please contact the Selectmen's Office at 781-721-7133 if you have any questions regarding this application form.**

THE COMMONWEALTH OF MASSACHUSETTS

of \_\_\_\_\_

APPLICATION FOR LICENSE  
(GENERAL)

No. \_\_\_\_\_

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto

\_\_\_\_\_  
(Full name of person, firm or corporation making application)

STATE CLEARLY  
PURPOSE FOR  
WHICH LICENSE  
IS REQUESTED

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GIVE LOCATION  
BY STREET  
AND NUMBER

At \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

in said City of \_\_\_\_\_  
Town \_\_\_\_\_  
in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
\*Signature of Individual  
or Corporate Name (Mandatory)

\_\_\_\_\_  
By: Corporate Officer  
(Mandatory, if Applicable)

\_\_\_\_\_  
\*\*Social Security # (Voluntary)  
or Federal Identification Number

\* This license will not be issued unless this certification clause is signed by the applicant.

\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received \_\_\_\_\_  
Hour A.M. \_\_\_\_\_  
P.M. \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

Approved \_\_\_\_\_

Licence Granted \_\_\_\_\_