



**STATE OF WEST VIRGINIA  
DEPARTMENT OF REVENUE  
ALCOHOL BEVERAGE CONTROL ADMINISTRATION  
900 Pennsylvania Avenue, 4<sup>th</sup> Floor  
Charleston, WV 25302**

KPUVTWEVKQPU"HQT"POP/TGVCKN"YKPG"NKEGPUG"CRRNKECVKQP"HQTO"CDEC/YU/5Y"

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**APPLICANTS MUST TYPE OR PRINT, IN INK, ALL ANSWERS ON ALL FORMS**

**INSTRUCTIONS**

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**An additional \$100.00 Operational Fee is to be submitted with your application (This fee does not apply to direct shippers); and may be included with all fees in your Certified Check, Cashier's Check or Money Order. This fee is non-prorated and non-refundable.**

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**\*All Members, Officers, Managers, Individuals and Associates must be U.S. Citizens.**

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**\*A Trust cannot hold a percentage of ownership in any license listed on this application other than a Distributors license.**

**MAIL COMPLETED APPLICATION, FEES, AND REQUIRED ACCOMPANYING FORMS TO:**

Y guv"Xkti kpkc"Cneqjqn"Dgxgtc ig"Eqpvtn"Cf o kpkvutcvkqp"  
CVVP<"Nkegpuki" Fkxkukqp"  
; 22"Rgppu {"nxcpkc"Cxgpwg."6"j"Hnqqt"  
Ejctnguvqp."YX"47524"

**IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE PLEASE CALL THE ADMINISTRATION AT 1-800-642-8208 OR (304) 356-5500 AND ASK FOR THE LICENSING DIVISION**























**BOND PREPARATION INSTRUCTIONS**  
(Forms ABCC-WS-1-B and ABCC-WS-3-B)

**1. If Principal Is an Individual or Partnership:**

- a) Complete the bond, lines (1) thru (14);
- b) Have Notary complete lines (15) thru (23) on the back of the bond; the application section of acknowledgment titled *Acknowledgment by Principal if Individual or Partnership*.

**2. If Principal Is a Corporation, LLC or LLP:**

- a) Complete the bond, lines (1) thru (14);
- b) Have Notary complete lines (24) thru (33) on the back of the bond; the application section of acknowledgment titled *Acknowledgment by Principal if Corporation*;
- c) Affix corporate seal as requested on the face of the bond;
- d) Limited Liability Company must attach a copy of their operating agreement.

**3. Surety:**

- a) Complete applicable portion of bond;
- b) Have Notary complete lines (34) thru (43) on the back of the bond; application section of acknowledgment titled *Acknowledgment for Surety*;
- c) Attach Power of Attorney to bond if surety signatory is an attorney in fact;
- d) Affix raised Surety seal as request on the face of the bond and to the Power of Attorney.

**4. Line by Line Instructions:**

- (1) Enter the name of Principal and specify individual, partnership, or corporation to be covered by bond.
- (2) Enter the dba (doing business as) of the Principal, if applicable.
- (3) Enter the address of the Principal.
- (4) Enter the name of the Surety Company issuing the bond.
- (5) Enter the address of the Surety Company issuing the bond.
- (6) Enter the effective date of the bond.
- (7) Enter the year that the bond will expire (should be the same year as the expiration of the license).
- (8) Enter the bearing date of the bond (also known as the execution date of the bond).
- (9) Enter the name of the Principal (individual, partnership, or corporation covered by the bond).
- (10) If principal is an individual, affix signature. If principal is a corporation, the President or Vice President must sign bond and indicate current title. If bond is to be signed by one other than



## POWER OF ATTORNEY INSTRUCTIONS

Power of Attorney for Surety must be attached and it must show that it was in full force and effect on the bearing date (also known as execution date), indicated on Line 8 of the bond. Surety corporate seal must also be affixed to the Power of Attorney.

- a. Name of person on Line 13 must be listed on Power of Attorney.
- b. Power of Attorney may not exceed imposed limitations.
- c. Certificate date, preferably the bearing date (also known as execution date that is recorded on Line 8 of the bond), but no date later than the bearing date must be entered.
- d. Signature of authorizing official must be affixed. (Signature may be a facsimile).
- e. Raised seal must be affixed.