



APPLICATION FOR A CHANGE IN CLASS FOR OFF-PREMISES BEER OR OFF-PREMISES BEER/WINE PRODUCT LICENSE THREE (3) YEAR LICENSE

Name of Licensee:

Address of Licensed Premises:

Current License ID Number:

Effective Date of Current License:

Expiration Date:

This form is to be filled out completely and submitted to the Liquor Authority Zone Office where premises are located.

CHECK ONE BOX

To convert from Off-Premises Beer to an Off Premises Beer & Wine Products License submit the following additional information:

- a. An additional Fee to bring current license up to date – The fee is calculated at \$7.50 per month for the remaining months on your current license.

To convert from Off Premises Beer & Wine Products to Off Premises Beer ONLY

Upon the satisfactory completion and submission of the above items, your application for a new license will be processed. When you have been notified that your application has been approved, please submit the following:

- 1. If from Grocery Store-Beer to Beer & Wine Products
a. Submit current license
2. If from Grocery Store-Beer & Wine Products to Beer only – Upon renewal, your license will reflect Grocery Store-Beer. There will be no refund given on the current license in effect.

NOTE: Applications to convert from Grocery Store Beer & Wine Products to Grocery Store-Beer only must be mailed to: PO BOX 782772, Philadelphia, PA 19178-2772 three months prior to the expiration of the current license. If not submitted 3 months prior to the expiration, the change will not take effect until the next renewal period.

THE FOLLOWING CERTIFICATION MUST BE SIGNED AND DATED BY INDIVIDUAL APPLICANT, EACH MEMBER OF PARTNERSHIP OR ONE OF THE CORPORATE PRINCIPALS. The undersigned, each for himself/herself, certifies that he/she is the applicant named, that he/she knows the contents of this application and the statements contained therein and the same are true of his/her own knowledge.

By checking this box I agree, and it is my intent, to electronically sign this document. By submitting this e-document to the New York State Liquor Authority in this way, I understand that my electronic signature I added to the signature line below is the legal equivalent of having placed my handwritten signature and affirmation on the submitted document and I am affirming the truth of the information contained therein.

(Signature of applicant or each partner)

Date

[OFFICE USE ONLY]

DATE FILED:

APPLICATION ID #:

Approved

Disapproved

License Board Member

Date