

For Office use only  
Number \_\_\_\_\_  
Stub \_\_\_\_\_



For Office use only  
Check No.: \_\_\_\_\_  
Check Amount: \_\_\_\_\_  
Deposit Date: \_\_\_\_\_

**Revenue Administration Division**  
**Motor-fuel, Alcohol and Tobacco Tax Unit**  
P.O. Box 2999  
Annapolis, MD 21404-2999  
(410) 260-7131  
(410) 974-3201 (fax)  
(888) 784-0145

**Application For Bulk Transfer Permit**

Application is made by the undersigned under the provisions of Article 2B of the Annotated Code of Maryland, as amended, title "Alcoholic Beverages", for a BULK TRANSFER PERMIT and the applicant submits and certifies to the following information:

- 1. Fee for Bulk Transfer Permit - \$200.00 (Make check payable to Comptroller of Maryland)
- 2. License No. \_\_\_\_\_ Date of discontinuance or hearing date \_\_\_\_\_
- 3. Check one:  Individual  Partnership  Corporation (designate officers)  Limited Liability Company

Name of outgoing licensee(s) (seller) \_\_\_\_\_

(Copy of license) T/A \_\_\_\_\_

Business Address \_\_\_\_\_  
Number and Street City or Town ZIP Code County

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Federal Identification # 

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Social Security # 

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- 4. A Bulk Transfer Permit is desired to authorize the transfer of:  
\_\_\_\_\_ cases /containers of distillers spirits  
\_\_\_\_\_ cases /containers of wine  
\_\_\_\_\_ cases of beer  
\_\_\_\_\_ kegs of beer

NOTE: All applications shall be supported by one copy of the inventory, itemized by brands and sizes.

- 5. The permit applied for, if granted, will be used within 60 days after the date of the license transfer or the issue date of the bulk transfer permit to dispose of the entire lot of alcoholic beverages to:  
 Individual  Partnership  Corporation (designate officers)  Limited Liability Company

Name(s) of incoming licensee (buyer): \_\_\_\_\_  
T/A \_\_\_\_\_

who has applied for the transfer of license no. \_\_\_\_\_ issued \_\_\_\_\_ for the premises located at \_\_\_\_\_

Number and Street City or Town Zip Code County

- 6. To be signed by person whose name now appears on license

\_\_\_\_\_  
Individual, Partnership or Corporate Officer

\_\_\_\_\_  
Signature of Outgoing Licensee (Seller)

\_\_\_\_\_  
Title

## Bulk Transfer Permit Instructions

Maryland law (Article 2B) requires licensed beverage retailers who desire to transfer alcoholic beverage inventories to other licensees to have a Bulk Transfer Permit. The Motor-fuel, Alcohol and Tobacco Tax Unit is authorized to issue the permit to retailers whose licenses are being transferred, expiring, or otherwise discontinued.

The law allows the permit applicant to file a bulk transfer permit application on or before the last day the license was in effect. The transfer may be with or without consideration (whether by sale, gift, inheritance, assignment, or otherwise). Penalties for bulk transfers without a permit include a fine, imprisonment, and confiscation of the alcoholic beverages.

A Bulk Transfer Permit authorizes transfer of the alcoholic beverage inventory only to:

- the person who has acquired the seller's license through transfer or
- any license holder within 60 days of the date the seller's license expires.

*A Bulk Transfer Permit is not required for license transfers where there is no alcoholic beverage inventory.*

The following conditions must be met:

1. Only one application should be filed for the transaction, usually by the seller. The application (Form COM/RAD 329) is available from the MATT Unit or the local Board of License Commissioners.
2. The applicant must inventory in columnar format, the brands, sizes, quantities, etc. of the alcoholic beverages being transferred. Applicants should keep a copy of the inventory for their records. (See the sample inventory chart below.)
3. When the sale is part of a license transfer, the bulk transfer permit application must be filed at the same time as the application for license transfer. Purchases and sales made between the time inventory is taken and the stock is transferred must be recorded and the records available for inspection.
4. When a license is due to expire or be canceled, the bulk transfer permit application must list the name and address of the proposed buyer and the class and number of the buyer's license.

The MATT Unit may inspect the applicant's inventory to establish proof of acquisition and proposed disposition. Applicants will be given due notice if their application is not approved.

When an application is approved:

1. In the case of a license transfer; the Bulk Transfer Permit will be issued to the local Board of License Commissioners, pending the license transfer. When the license is approved for transfer, the local board is authorized to formally issue the Bulk Transfer Permit.
2. Where there is no license transfer, the permit will be issued to the applicant.
3. The transaction must be completed within 60 days of the license transfer or, when there is no license transfer within 60 days of the issue date of the Bulk Transfer Permit. The permit shall be valid up to one year from the date of issue to the local board and is valid for one transfer only.
4. The Revenue Administration Division, MATT Unit may extend this time limit upon request, with good reason.

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### Sample Inventory

List distilled spirits, wine and/or beer brand name, container size and indicate number of containers or cases.

Brand Name	1L	750ML	100ML	*	*
<b>Total cases/containers</b>					

\* List sizes