



LICENSE RENEWAL MOVES ONLINE

TAKE STEPS THIS SPRING TO COMPLY BY JUNE 30TH

BY DOUGLAS SHERMAN

Despite the late winter blasts from Mother Nature, license renewal season is quickly approaching. This month we wanted to review the renewal process using the State's electronic filing system.

Shortly, NJABC will send you an e-mail to your e-mail address connected to your online POSSE account when the online renewal is available. If you recently obtained the license and have not set up your POSSE account yet, you should do so as soon as possible to ensure receipt of instructions from NJABC.

A separate instructional letter from the local municipal issuing authority may be sent to you regarding payment of the annual municipal renewal fee and any additional municipal requirements. You must make payment of the municipal renewal fee directly to the municipal issuing authority separate and apart from the online filing with NJABC. If you do not receive an instructional letter from the municipal issuing authority, you can contact the municipal clerk (or local ABC board) for direction.

In order to properly renew your license:

- the license renewal application and state renewal fee must be submitted online;
- the municipal renewal fee must be paid to the municipal issuing authority;
- and you must obtain the New Jersey Division of Taxation tax clearance certificate.

It is your responsibility as a licensee to ensure compliance with renewal requirements.

Unless directed otherwise in the municipal instructions that you receive, these should all be taken care of by June 1st to allow the municipality enough time to schedule the license renewal for a hearing prior to current license term expiration on June 30th.

Tax Clearance a Must

In addition to complying with the above, if you do not have tax clearance for the renewal prior to June 30th, in order to continue operations you will be required to obtain a temporary 30 day tax clearance extension from the New Jersey Division of Taxation allowing you to continue service or sales until such time as the tax clearance certificate for renewal is issued. In connection with the extension, you will need to apply to NJABC for an Ad Interim Permit while you work out your tax issues and wait for the governing body to act on your license renewal. The Ad Interim Permit application must be completed and signed by you, the licensee, approved and signed by the municipal issuing authority and filed in person with the required fee to NJABC. If you do not have your license renewed or

an Ad Interim Permit issued by June 30th, you will need to cease alcoholic beverage service or sales on July 1st until either the license is renewed or you obtain an Ad Interim Permit.

Toward the end of June, you will want to follow up with your municipal clerk (or local ABC board) to make sure you receive the new 2018-2019 license certificate (if you have not received it yet) so that your licensed premises has the new 2018-2019 certificate posted before the current license term expires.

It is your responsibility as a licensee to ensure compliance with renewal requirements. If you are unsure of how to comply with such requirements or run into any issues with your renewal tax clearance, consult with an attorney familiar with the alcoholic beverage laws in New Jersey. ■

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