



FOR OFFICE USE ONLY:

Permit # \_\_\_\_\_  
 New    Transfer    Ren

## Financial Verification Worksheet Form

### SECTION A: New Permit applicants only:

If you are applying for a NEW permit, have you operated the business in excess of one year?      YES       NO

If YES, **STOP as the remainder of this form does NOT require completion.**

### SECTION B: Source of funds for businesses in operation less than one year:

The Division of Liquor Control requires applicants that have been in business **one year prior to application** to provide the the amount and source of funds used to purchase and/or set up the business. This form is used to document that source, however, it also requires additional documentation based on the source of funds selected.

Please list the total cost to buy and/or set up this business \$\_\_\_\_\_. The amount listed must coincide with the amount listed in the purchase agreement if buying an existing business, unless excess funds are required for remodeling or additional operating revenue, etc. If so, you will be required to submit additional documentation as outlined below when identifying the "Source of Funds."

Identify the amount and source of funds used to purchase and/or set up this business. Multiple sources may be used. Please make certain to include documents listed from the right column to back up your source.

AMOUNT	SOURCE OF FUNDS	DOCUMENTS TO BE SUBMITTED WITH APPLICATION
	Loan(s) from a financial institution	Attach signed copy of loan agreement, letter of commitment, or letter of credit.
	Installment contract	Attach signed copy of agreement.
	Promissory note held by the Seller	Attach signed copy of note.
	Assumption of seller's debt	Attach copy of agreement, signed by buyer and seller, listing creditors, debts assumed, and amount still outstanding.
	Loan from an individual or other third party, whose name will not appear on the permit.	Attach statement signed by the applicant detailing the terms of the loan and indicating what interest, if any, the lender will have in the permit business.
	Personal funds of applicant accumulated at financial institution	Attach letter of verification from institution to this page, stating amount in account and name of account holder.
	Personal funds of applicant not deposited in financial institution	Attach statement signed by the applicant, stating the source, dollar amount, and location of funds.
	Corporate funds on hand	Attach letter of verification from financial institution stating company name and dollar amount in account.
	Other	Attach statement signed by the applicant and accompanied by supporting documents to verify the listed amount.
	<b>TOTAL FUNDS</b>	This amount must be the same amount listed under total cost to buy and/or set up business listed above.