



The below information is provided as an aide to Ohio’s liquor permit holders, it is **NOT** intended to be legal advice. Please understand that this document may not cover all scenarios and may not address your specific set of facts. Any specific questions you may have regarding your situation should be directed to your personal attorney who can best advise you on what you should do and when and how you need to do it.

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What permits expire on 10/1/2021?

- Permit holders in Ashtabula, Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, Summit, and Trumbull Counties along with any A, B, E, G, H, I, S, or W permits, regardless of where located, need to renew by 10/1/2021.
- This applies even if your permit was first issued in 2021 prior to 10/1/2021. For example, if your permit was first issued on 8/16/2021, you will need to file a renewal application by 10/1/2021.

I just renewed my October permit on/before July 1st, do I need to renew it again?

- Yes! The legislation that extended renewal deadlines until July 1, 2021 merely extended last year's October renewal date. Your permit has now returned to its normal renewal date, October 1st. Once renewed, your permit will expire 10/1/2022.

How do I file my renewal application in the online portal?

- If you previously registered to file in the portal, an email has already been sent to the same email address that you used then.
- If you have never registered in the portal, you can sign-up [HERE](#).
- Once registered, including if you have previously registered, a link will be sent to your registered email to file your renewal. Check any spam/junk folders if you don't receive it.

Upon completing your renewal application in the Division's online portal, you need to:

- Save/print your "Authority to Operate" ("ATO") document after checkout.
 - As a backup, your ATO is also emailed to the same email you used to register in the portal, so be sure to check any spam/junk folders if you don't receive it.
 - If you cannot find it, please contact liquorlicensingrenewal@com.state.oh.us. Include "ATO request" and your permit number in the subject line and a duplicate ATO will be emailed to you.
- Post your ATO in a visible location at your permit premises.

What is the last date that I can file my renewal application to avoid any penalty fees?

- File your renewal application with the Division by September 16th to avoid an additional 10% fee per location.

I got a letter to my permit or safekeeping address notifying me to file my renewal application. What should I do?

- While you can file by paper (paper applications were mailed to the permit or safekeeping addresses on file the week of August 16th), the Division **strongly** recommends that you file online.
- You should **NOT** file both paper and online. Thus, if you filed online, discard the paper application.

I filed online and got my ATO. When do I get my hard copy permit?

- Regardless of whether you filed online or by paper,
 - For those locations whose renewal applications have been fully processed, you will receive a hard copy paper permit in the mail closer to October 1st, which will replace your ATO.
 - For those permit holders whose renewal applications cannot be fully processed at this time, you will get an operating receipt in the mail, which will replace your ATO, closer to October 1st.
 - If Taxation notified us that your permit has a tax hold on it (you likely got pre-renewal courtesy letters about your tax issues both from Taxation and the Division), you should immediately contact Taxation at liquorgroup@tax.state.oh.us to resolve your tax issues. If your tax issues remain unresolved after you filed your renewal application, the Division will then send you a Tax Non-Renewal Order instead of a hard copy permit. You have until the date listed in the October 2021-22 Tax Order to appeal.

I got a letter from Taxation or the Division notifying me that my October 2021 renewal may be in jeopardy for failure to pay taxes. What should I do?

- You should immediately contact Taxation at liquorgroup@tax.state.oh.us to resolve your tax issues.
- Keep in mind that the Division has **NO** information on what you owe or what returns you failed to file.

If you do NOT want to renew your permit for October 2021 and beyond.

- If you do not want to keep your permit active, file a **CANCELLATION** request (fill out Section B and sign the form).

You received a Tax Non-Renewal Order from the Division when you filed your October 2020 renewal application.

- If you did NOT resolve your outstanding tax delinquencies with the Ohio Department of Taxation prior to July 1, 2021, you need to file an appeal with the Ohio Liquor Control Commission (“Commission”) by September 30, 2021.
 - Visit lcc.ohio.gov for more information on how to file an appeal with Commission
- You should NOT be selling alcoholic beverages unless
 - You appealed your Tax Non-Renewal Order to the Commission AND received a Stay Order or
 - Taxation has notified the Division that your prior tax issues have been resolved at which point the Division will send you a liquor permit by mail.
- Regardless of your prior year tax issues, you still need to file your October 2021 renewal application if you want to keep your permit active.

You did NOT file an October 2020 renewal application by July 1, 2021.

- Your liquor permit, pursuant to R.C. 4303.271(C), is in a cancelled failure to renew (“CFRE”) status.
- You should NOT be selling alcohol at this point unless you have filed an appeal and received a Stay Order from the Commission.
- To keep your permit active and get back to selling alcohol, you MUST file an October 2020 CFRE appeal with the Commission by September 1, 2021.
 - Visit lcc.ohio.gov for more information on how to file an appeal with the Commission.
 - You must go through this appeal process with the Commission before the Division can process your October 2021-2022 renewal application.

Important dates to remember:

- Sept. 16 Last date to renew with Division before 10% penalty.
- Oct. 1 2020-2021 permits expire.
- Nov. 1 Last date to renew with the Division with 10% penalty.
- Dec. 2 Last date you can file an October 1st, 2021-2022 “cancelled failure to renew” (“CFRE”) appeal with the Commission.