



City Clerk's Office

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We exist to assist.

March 1, 2023

Dear Liquor/Beer License Holder,

The enclosed form is for the renewal of your current liquor/beer license. Please note the name and e-mail address of your Clerk's Office license renewal liaison at the top of your renewal form. Do not hesitate to contact your liaison with any questions you have about the liquor/beer license renewal process. Our office will not be available to answer any renewal questions on the April 4 Spring Election Day.

File your renewal application in the Clerk's Office by 4 p.m. **April 14**, or mail your renewal application, postmarked no later than April 15.

No renewal applications will be accepted after April 28. If you are filing after April 28, you will need to file a new liquor license application packet.

Do not send payment now; invoices will be mailed in mid-May. For your convenience, liquor/beer license fees will be invoiced separately from your other licenses.

Delinquent personal property tax, delinquent state sales tax, or unpaid license fees will prevent us from issuing your license until the delinquency is resolved. State law prohibits us from issuing licenses to establishments with outstanding wholesaler debt.

Licenses without delinquencies will be issued June 23. Mark your calendar now to check the expiration date of the licenses posted at your establishment on June 26. If your posted license expires in 2023, call the Clerk's Office at 266-4601.

You will need to file additional forms if you are changing your liquor/beer agent, changing officers/members, or if you have convictions or pending charges to report—see <http://www.cityofmadison.com/clerk/licenses-permits/#Alcohol>.

We wish you a profitable 2023-2024 license year.

APRIL

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 15: License renewal forms due

April 28: No renewals after this date

MAY

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 8: Invoices mailed this week

JUNE

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 8: Liquor license payments due

June 23: 2023-2024 licenses mailed

June 25: Check expiration of posted licenses; 2022-2023 licenses expire at midnight on June 30