Change of Officers

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703
licensing@cityofmadison.com
608-266-4601

Class A: ☐ Beer, ☐ Liquor, ☐ Cider

Class B: ☐ Beer, ☐ Liquor,
☐ Class C Wine

- o This application is to inform the city of any changes in corporate structure.
- o **The fee** for filing this application is $25.00.
- o Please include a completed a **Background Investigation Form** and copy of a **picture ID** for each **new** officer/member/director with this application (not necessary for title changes).

Licensed Premises Information

This application modifies existing alcohol license number: _____

Business dba Name: _____

Licensed Address: _____

Liquor/Beer Agent Name: _____   Alder, District #: _____

Corporate Information

Business Legal Name (as on WI State Sellers Permit): _____

Business Mailing Address: _____

Business Contact Name, Position: _____

Business Phone: _____   Business Email: _____

List New Officers/Members/Directors, if applicable (attach background check form for each):	
Name	Title
Officers/Members/Directors who will no longer hold their positions:	
Name	Former Title

Do any of the officers/members/directors possess any interest or control in any other Class A, B or C license?

☐ No ☐ Yes, explain: _____

After this change, how many total officers/members/directors will be in the organization?: _____

Will this change alter your business plan? ☐ No ☐ Yes, please attach new business plan with application.

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

		☐ Form submitted by mail/e-mail
_____	_____	Office Use Only
Authorized Signature	*Date*	

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