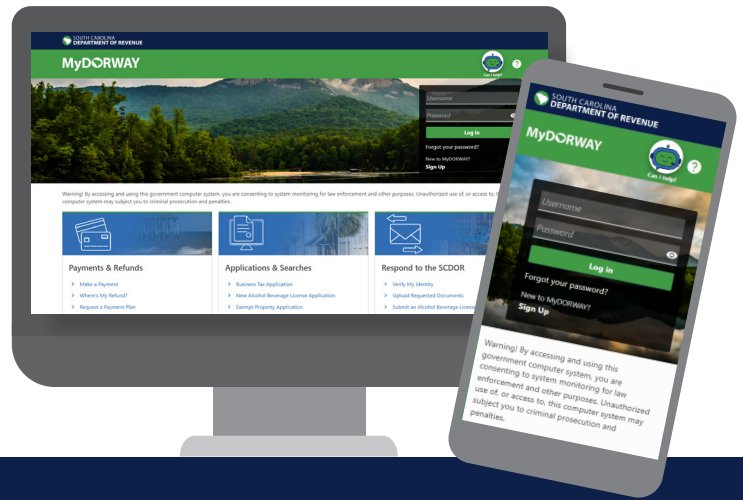


Application for Food Manufacturer's License

APPLY FOR YOUR FOOD MANUFACTURER LICENSE ON MyDORWAY!

- It's faster and easier than completing a paper application and results in fewer errors.
- Many supplemental forms are included in the MyDORWAY application workflow.
- Not sure about the difference between a Food Manufacturer License and a Special Bakery License? Visit the Licenses page at dor.sc.gov/abl



Manage your tax accounts online for FREE!

MyDORWAY

Fast. Easy. Secure.

One-stop shop!

Manage your SCDOR accounts all in one place

- Review your payment history
- Immediate access to correspondence
- Easily update your account information

+ more!

Why MyDORWAY?

- Access your account 24/7
- Make ACH debit or credit card payments, **with no convenience fees**
- Receive immediate confirmation for transactions
- Reduce errors with automatic calculations
- Control who has access to your SCDOR accounts
- Always know you're using the most up-to-date forms

Ready to sign up for MyDORWAY?

Visit MyDORWAY.dor.sc.gov to get started.

You'll need your FEIN or SSN, License Number, and a Letter ID or copy of your last return.

Tutorials are available at dor.sc.gov/MyDORWAY

Want more information about Alcohol Beverage Licensing? Visit dor.sc.gov/abl



Save time and paper! Complete your application on MyDORWAY at **MyDORWAY.dor.sc.gov**. See the instructions in this package for more information.

To be eligible for a new Alcohol License, you must meet the applicable requirement:

- **Sole Proprietorship:** You must have been a resident of South Carolina for at least 30 days.
- **General Partnership:** The Partnership must have been formed in South Carolina for at least 30 days.
- **Corporation, Limited Liability Corporations (LLCs), and Limited Liability Partnerships (LLPs):** The entity must have been registered with the South Carolina Secretary of State's (SCSOS) office for at least 30 days.

Submit all of the following documents for any entity type:

- ___ 1. Completed application, signed and dated
- ___ 2. Completed ABL-946 for each principal
- ___ 3. Completed ABL-920
- ___ 4. Criminal record check (CRC) for all principals that is less than 90 days old.
 - If the principal is not an SC resident, the statewide CRC must be submitted from the current state of residency.
 - If the principal has lived in SC for less than two years, the statewide CRC must be submitted from the previous state of residency and from SLED at **www.sled.sc.gov**.
 - If the principal has lived in SC for two years or more, submit the CRC from SLED at **www.sled.sc.gov**.
 - Attach a disposition for any charge that does not list the court charges determination.
- ___ 5. The receipt or affidavit from the advertisement you ran in an approved newspaper. The advertisement must have run within the last 90 days. You can obtain a list of approved newspapers on the ABL-32, available at **dor.sc.gov/forms**.
- ___ 6. Completed ABL-977 or a copy of your lease, deed, or tax bill. If subleased, provide a copy of the assignment of lease.
- ___ 7. Copy of the agreement between you and the manufacturer.

LLCs, LLPs, and General Partnerships are required to submit:

- ___ LLC Operating Agreement, Partnership Agreement, or the ABL-919



The information provided is for general guidance only. It should not be considered or substituted for legal advice. SCDOR representatives will not provide legal advice. Read the laws, regulations, and applicable court decisions carefully before applying.

The SCDOR will process your application within 6-8 weeks. This process will be delayed if the SCDOR denies your application. All applications that are denied or have been protested are subject to a hearing with the Administrative Law Court.

The fastest, easiest way to submit the ABL-903 is by using our free online tax portal, MyDORWAY, available at **MyDORWAY.dor.sc.gov**. You must have a MyDORWAY account before applying for the ABL-903. To apply on MyDORWAY, start by logging in, then click the **More** tab. On the next screen, select **Apply for a New Alcohol Beverage License**.

Or you can submit the ABL-903 by:

Mail: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

Email: ABL@dor.sc.gov

Applicable laws:

Beer, wine, and alcoholic liquors are governed by SC Code of Laws Title 61, Chapters 2, 4, and 6, Title 12 Chapters 21 and 33, Title 20 Chapter 7, and Title 33 Chapter 42. Find regulations in Chapter 7 of the Code of Regulations. Laws and regulations are available at **dor.sc.gov/policy**. Not all applicable legal statutes and regulations are included in this application.

GENERAL QUALIFICATIONS

A. Qualifications of applicants for all license types:

1. All principals, officers, and employees must be:
 - at least 21 years old
 - of good moral character
 - legal residents of or have legal authority to be in the United States, and
 - **registered with the SCSOS and/or a legal resident of South Carolina for 30 days prior to submitting an application to the SCDOR.**
2. The applicant must be the owner of the business seeking the license and/or permit.
3. The applicant must not have had a Beer and Wine Permit revoked within the last two years or a Liquor License revoked within the last five years.
4. The proposed business can apply for a Retail Sales License for \$50. If you will be charging admission, you must also apply for a free Admissions Tax License. Both license applications are available at **dor.sc.gov/register**.
5. Check with the city and county authorities to ensure you are in compliance with zoning laws and local business license requirements.

B. Tax liabilities:

A license and/or permit cannot be issued if the applicant or any principals have any outstanding tax liabilities with the SCDOR.

C. Sign posting:

1. A SLED Agent will post and remove a sign at the proposed place of business.
2. This sign must remain posted for 15 days. It can only be removed by the SLED Agent. If the sign is removed by anyone other than the SLED Agent, contact the SCDOR or SLED immediately.

D. Newspaper advertisements:

1. A Notice of Application must be placed at least once a week for three consecutive weeks in a newspaper approved by the SCDOR for the proposed business.
2. The notice must:
 - (a) be in the legal notices section of the newspaper or an equivalent section if the newspaper has no legal notices section;
 - (b) be in large type, covering a space of one column wide and at least two inches deep; and
 - (c) state the type of license and/or permit applied for and the exact location of the proposed business. An applicant applying for both a Beer and Wine Permit and a Liquor License may use the same advertisement for both if the SCDOR approves the advertisement.
3. The ad receipt from the approved newspaper must be submitted before the application can be processed.
4. The Affidavit of Publication must be submitted and approved by the SCDOR before a license and/or permit can be issued.

SAMPLE ADVERTISEMENT

NOTICE OF APPLICATION

Notice is hereby given that _____ intends to apply to the South Carolina Department of Revenue
(legal entity name or sole proprietor)

for a license and/or permit that will allow the sale and _____ premises consumption of _____
(on/off) (beer, wine, and/or liquor)

at _____. To object to the issuance of this license and/or permit, submit an
(exact street address, city, state and ZIP)

ABL-20 protest form by _____.
(16 days from the publication of the first advertisement)

Submit the ABL-20 online at MyDORWAY.dor.sc.gov, or email to ABL@dor.sc.gov.

E. Finding the correct newspaper to publish your advertisement:

1. Refer to the ABL-32, Approved Newspapers for ABL Legal Advertisements, to determine the approved newspaper for the municipality or county where the proposed business is located.
2. If your business is located within a municipality with a qualifying newspaper, you may place your ad in one of the municipality-specific newspapers **or** in one of the county-wide newspapers.
3. If your business is not located within one of the listed municipalities, you **must** place your ad in one of the county-wide newspapers.
4. If you place your advertisement in an incorrect newspaper, you will have to rerun the ad in an approved newspaper.

If you are unsure, contact the ABL section at 803-898-5864 before placing the ad in the newspaper.

Example:

- **HORRY COUNTY**
 - The Sun News
 - **Conway**
 - The Horry Independent
 - **Garden City**
 - Myrtle Beach Herald
- } If your business is located in **Aynor**, a municipality which is **not** listed under **HORRY COUNTY**, you must publish your advertisement in The Sun News.
- } If your business is located in **Garden City**, a municipality which **is** listed under **HORRY COUNTY**, you can publish your advertisement in Myrtle Beach Herald or The Sun News.

Approved Newspapers for ABL Legal Advertisements

ABL-32 (Rev. 2/5/24)

If your business is located within a municipality with a qualifying newspaper, you may place your ad in one of the municipality-specific newspapers **or** in one of the county-wide newspapers.

If your business is not located within one of the listed municipalities, you **must** place your ad in one of the county-wide newspapers.

- **ABBEVILLE COUNTY**
The Press & Banner
- **AIKEN COUNTY**
Aiken Standard
The State
- **North Augusta**
The Star
- **ALLENDALE COUNTY**
The People-Sentinel
- **ANDERSON COUNTY**
Independent Mail
- **Belton**
News-Chronicle
- **Honea Path**
News-Chronicle
- **Pelzer**
The Journal
- **Piedmont**
The Journal
- **Williamston**
The Journal
- **BAMBERG COUNTY**
Bamberg County Leader
- **BARNWELL COUNTY**
The People-Sentinel
- **BEAUFORT COUNTY**
Bluffton Today
The Beaufort Gazette
The Island News
Hilton Head Island Packet
- **BERKELEY COUNTY**
The Berkeley Independent
The Post & Courier
- **Goose Creek**
The Gazette
- **Summerville**
The Summerville Journal-Scene
- **CALHOUN COUNTY**
The Calhoun Times Leader
- **CHARLESTON COUNTY**
The Post & Courier
- **Summerville**
The Summerville Journal-Scene
- **CHEROKEE COUNTY**
Spartanburg Herald
The Gaffney Ledger
- **CHESTER COUNTY**
The News & Reporter
- **CHESTERFIELD COUNTY**
Chesterfield County News & Shopper
The Link
- **Jefferson**
Pageland Progressive Journal
- **Mt. Croghan**
Pageland Progressive Journal
- **Pageland**
Pageland Progressive Journal
- **CLARENDON COUNTY**
The Manning Times
The Sumter Item
- **COLLETON COUNTY**
The Press & Standard
The Post & Courier
- **DARLINGTON COUNTY**
Darlington County News & Press
- **Hartsville**
Hartsville News Journal
The Hartsville Messenger
- **DILLON COUNTY**
The Dillon Herald
- **DORCHESTER COUNTY**
The Post & Courier
- **St. George**
The Dorchester Eagle-Record
- **Summerville**
The Summerville Journal-Scene
- **EDGEFIELD COUNTY**
The Edgefield Advertiser
- **FAIRFIELD COUNTY**
The State
The Voice of Fairfield County
- **FLORENCE COUNTY**
Morning News
The News Journal
- **GEORGETOWN COUNTY**
Georgetown Times
Coastal Observer
- **GREENVILLE COUNTY**
Greenville Journal
The Greenville News
- **Greer**
The Greer Citizen
- **Piedmont**
The Journal
- **GREENWOOD COUNTY**
Index Journal
- **HAMPTON COUNTY**
The Hampton County Guardian
- **HORRY COUNTY**
The Sun News
The Horry Independent
- **Garden City**
Myrtle Beach Herald
- **Loris**
The Loris Scene
- **Murrells Inlet**
Myrtle Beach Herald
- **Myrtle Beach**
Myrtle Beach Herald
- **North Myrtle Beach**
North Myrtle Beach Times
- **Surfside Beach**
Myrtle Beach Herald
- **JASPER COUNTY**
Jasper County Sun Times
- **KERSHAW COUNTY**
Chronicle-Independent
The State
- **LANCASTER COUNTY**
The Lancaster News
- **Kershaw**
The News-Era
- **LAURENS COUNTY**
Laurens County Advertiser
The Clinton Chronicle
- **LEE COUNTY**
Lee County Observer
- **LEXINGTON COUNTY**
Free Times
Lexington County Chronicle
The State
- **Batesburg-Leesville**
The Twin-City News
- **MARION COUNTY**
Marion Star & Mullins Enterprise
- **MARLBORO COUNTY**
Herald-Advocate
- **MCCORMICK COUNTY**
McCormick Messenger
- **NEWBERRY COUNTY**
The Newberry Observer
- **OCONEE COUNTY**
The Journal
- **ORANGEBURG COUNTY**
The Times & Democrat
- **PICKENS COUNTY**
The Greenville News
Pickens County Courier
The Sentinel-Progress
- **Clemson**
The Journal
- **RICHLAND COUNTY**
Free Times
The Columbia Star
The State
- **Blythewood**
The Country Chronicle
- **SALUDA COUNTY**
The Twin-City News
- **SPARTANBURG COUNTY**
Herald-Journal
- **SUMTER COUNTY**
The Sumter Item
- **UNION COUNTY**
Union County News
- **WILLIAMSBURG COUNTY**
The News
- **YORK COUNTY**
The Herald

1350

dor.sc.gov



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**APPLICATION FOR
FOOD MANUFACTURER'S LICENSE**

ABL-903
(Rev. 1/18/23)
4417

The fastest, easiest way to submit the ABL-903 is by using our free online tax portal, MyDORWAY, available at **MyDORWAY.dor.sc.gov**.

File number: _____

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

Email: ABL@dor.sc.gov

Nonrefundable Filing Fee: \$200

License Fee: \$1,400 biennially

Expires: August 31 of even numbered years

PRINT ALL INFORMATION

| | | | |
|--|--------|--|---------------------------------|
| 1. Legal entity name or sole proprietor | | 2. Trade name (doing business as) | |
| 3. Physical location of business (no PO box) | | 4. Business phone number | Principal's phone number |
| _____ Street | | 5. FEIN/SSN | |
| City | County | State | ZIP |
| 6. Email | | 7. Mailing address | |
| _____ Designated agent | | 8. Physical location of records (no PO box) | |
| _____ Street | | _____ Street | |
| City | County | State | ZIP |
| 9. Type of ownership | | | |
| <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC/LLP | | | |
| <input type="checkbox"/> SC Corporation Date of Inc. _____ | | | |
| <input type="checkbox"/> Foreign Corporation State of Inc. _____ Date of Inc. _____ | | | |
| <input type="checkbox"/> Other (explain) _____ | | | |

DESIGNATED AGENT

You must designate a person to receive all notices from the SCDOR concerning your license and/or permit. These notices will be sent to the person at the mailing address provided in section 3. It is your responsibility to keep the SCDOR informed of any change to your designated agent or mailing address, as the law will presume you received all notices sent to the address you have given us.

Name of Designated Agent _____

CONTACT PERSON

**The contact person must be a principal listed on the ABL-946, Consent and Waiver.
Attorneys are only required to submit a Letter of Representation.
Accountants are only required to submit an SC-2848.**

SLED will conduct an investigation on this application, and will need to meet with the contact person at the location for which you are seeking a license and/or permit to discuss the business and ownership of the business. Provide the name, phone, and email of the contact person who can meet with the SLED agent for this purpose.

Name of Contact Person _____

Phone _____ Email _____

The SCDOR will process your application within 6-8 weeks. This process will be delayed if the SCDOR denies your application. All applications that are denied or have been protested are subject to a hearing with the Administrative Law Court.

I certify that this business meets the legal requirements under South Carolina law for the license and/or permit type for which this application is being filed. For a general summary of the qualifications and legal requirements for beer, wine, and liquor permits and licenses, see the ABL-975. Beer, wine, and liquor are governed by SC Code of Laws Title 61, Chapters 2, 4, and 6; Title 12 Chapters 21 and 33; Title 20 Chapter 7, and Title 33 Chapter 42. Regulations are found in Chapter 7 of the Code of Regulations. Read the full code sections at dor.sc.gov/policy.

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

Principal's Signature

Date

Social Security Privacy Act Disclosure

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual's Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.



If you're applying on MyDORWAY, the ABL-946 is part of the normal application workflow. You do not need to submit or attach a paper copy of the ABL-946 if applying on MyDORWAY.

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907

Email: ABL@dor.sc.gov

What you need to know:

- The SCDOR cannot issue a license or permit to anyone who owes delinquent taxes, penalties, or interest.
- You are waiving your rights under SC Code Sections 12-54-240 and 30-2-1. You can read the full code sections at dor.sc.gov/policy.
- The SCDOR has the right to share information with other principals or applicants in order to process the application or renewal.

Legal entity name _____ FEIN _____

Principal's name _____

Home address (no PO box) _____

Street

City

State

ZIP

Date of SC residency (mm/dd/yyyy) _____ Date of birth (mm/dd/yyyy) _____

SSN _____ FEIN _____ Percent of ownership _____

Principal types (Check one):

- Owner Corporate officer Partner Member (LLC) Manager (LLC)
- Employee/Manager Nonprofit officer Fiduciary Publicly traded agent

Have you as an individual, or as an organization in which you were a principal, had any license to sell beer, wine, or liquor revoked or suspended in this state or any other state?

Yes No **If yes, you must attach an explanation.**

Have you been convicted of a crime in South Carolina or any other state?

Yes No **If yes, you must attach an explanation.**

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

Principal's Signature

Date

Social Security Privacy Act Disclosure

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual's Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**VERIFICATION OF LAWFUL PRESENCE IN THE
UNITED STATES**

Mail to: SCDOR, ABL Section, PO Box 125, Columbia, SC 29214-0907
Email: ABL@dor.sc.gov

This form is required by SC Code Section 8-29-10 and Title 61. See the full code section at dor.sc.gov/policy.

I, _____ of _____,
Print clearly first, middle, and last name Home address (no PO box)

City State ZIP

being first duly sworn, deposes and state the following:

Name change/alias: Yes No **If yes, list:** _____

Check ONLY one box.

- 1. I am a **United States Citizen**.
- 2. I am a **Legal Permanent Resident**.
- 3. I am a **Qualified Alien** under the Federal Immigration and Nationality Act, Public Law 82-44.
- 4. I am a **Foreign Citizen**, and resident of _____
Country of residency
and reside at _____,
Home address (no PO box) City, State, and ZIP
- 5. Other (**Explain**): _____

Date of birth (mm/dd/yyyy) Alien Registration number

YOU MUST ATTACH A COPY OF ALL IMMIGRATION DOCUMENTS

This affirmation must be completed by all applicants or the application will be denied. This affirmation will also apply during any renewal. Any change in immigration or citizenship status must immediately be reported to the SCDOR. Willfully making a false statement on this affirmation is a felony, punishable by fines and/or imprisonment.

Under penalty of perjury and recognizing that I am subject to the criminal and civil penalties imposed by Title 12 of the South Carolina Code of Laws, I declare that I have examined this affirmation and to the best of my knowledge and belief, it is true, correct, and complete.

I understand that a misstatement or concealment of fact in an application is sufficient grounds for the revocation of the license and/or permit. Under penalties of perjury, I declare that I have read and understood this form and the information I have provided herein is true, correct, and complete.

Principal's Signature

Date