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ALCOHOL AND TOBACCO COMMISSION

Nonrule Policy ATC-008

**NOTICE:** Under [IC 4-22-7-7](#), this document is required to be published in the Indiana Register and is effective on its date of publication. It shall remain in effect until the date it is superseded or deleted by the publication of a new document in the Indiana Register. The publication of the document will provide the general public with information about the Alcohol and Tobacco Commission's (ATC) official position concerning a specific issue.

**DISCLAIMER:** This nonrule policy is being established by the ATC consistent with its authority under [IC 7.1-2-3-2](#) and [IC 7.1-2-3-31](#). It is intended solely as guidance and shall be used in conjunction with applicable rules or laws. It does not replace applicable rules and laws, and, if it conflicts with these rules or laws, the rules or laws shall control.

**AUTHORIZED:** Alex D. Huskey, Chairman

**SUPERSEDES:** New

**SUBJECT:** The purpose of this nonrule policy is to implement a uniform procedure for the administration of in-state micro-wholesaler permit applications governed by the ATC.

**SCOPE:** The ATC may issue a micro-wine wholesaler permit to an applicant who anticipates selling less than 12,000 gallons of wine and brandy in a year. [IC 7.1-4-4.1-13\(c\)](#).

**POLICY:** The applicant shall complete all documentation regarding the applicant's application required by the commission. The applicant shall submit the following documents:

1. Application for new or transfer permit;
2. Supplement to application for new or transfer permit for micro-wholesaler's permit;
3. County Verification of Business Location;
4. Property Tax Clearance Schedule – Form 1;
5. Indiana certificate of existence;
6. Indiana Department of Revenue Business Tax Application – Form BT-1;
7. Four copies of floorplans; and
8. \$100 fee.

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