



Comptroller of Maryland
Field Enforcement Division
Regulatory and Licensing Section

Checklist for Non-Resident Distillery Permit Application

Below is a checklist of forms, etc. that must be sent to the State of Maryland, Regulatory and Licensing Section, when applying for a Non-Resident Distillery permit to ship liquor to retailers or permit holders in the State of Maryland.

Incomplete applications or items not submitted will result in your application being returned unprocessed until all requirements are met.

- _____ Permit Application (form COM-FED/RLS-328) properly executed.
- _____ File an appropriate security, use bond form (COM-FED/RLS-364) at the following link:
http://forms.marylandtaxes.com/alcohol_forms/364.pdf
- _____ Provide an official power of Attorney (if applicable) to authorize a compliance agent or employee to sign and documents submitted excluding the actual application which must be signed by a corporate officer, owner or member.
- _____ A check or money order made payable to the "Comptroller of Maryland" in the amount of \$100.00.
- _____ A copy of your distillery's most recent financial statement – Basic Balance Sheet.
- _____ Provide a letter certifying that you are the actual brand owner of the products you intend to sell into Maryland.
- _____ A copy of the invoice you propose to use to bill Maryland retailers.
- _____ In writing, verify that you do not ship direct to consumers in Maryland.

Information Regarding Making Sales To Retailers On Credit

1. See Regulation 03.02.01.04 – Wine and Distilled Spirits Credit Control:
<http://www.dsd.state.md.us/comar/comarhtml/03/03.02.01.04.htm>
2. You may not extend credit to retailers on the Over 30 Day Credit Control List and you must accept only cash or money orders from retailers on the Returned Check List.
3. Once your permit is issued, you must contact this office at 410-260-7314 to obtain a username and password to access the credit control system at the following address:
<https://interactive.marylandtaxes.com/webapps/creditcontrol/default.asp>