

Comptroller of Maryland
MATT Regulatory Division
Alcohol and Tobacco Tax

Checklist for Non-Resident Winery Permit Application

Below is a checklist of forms, etc., that must be sent to the State of Maryland, Alcohol and Tobacco Tax office, when applying for a Non-Resident Winery Permit to ship wine to retailers or permit holders in the State of Maryland.

Be sure to read thoroughly all the regulations, bulletins and notices enclosed before submitting your application. Incomplete applications or items not submitted will result in your application being returned unprocessed until all requirements are met.

_____ Permit Application (form COM/ATT-010) properly executed (one copy).

_____ File an appropriate security. Use the bond form enclosed. (form COM/ATT-6).

_____ Provide an official Power of Attorney (if applicable) to authorize a compliance agent or employee to sign any documents submitted excluding the actual application which must be signed by a corporate officer or owner (if individual ownership).

_____ Your check or money order made payable to the “Comptroller of Maryland”, in the amount of \$50.00.

_____ A copy of your winery’s most recent financial statement.

_____ Provide a letter certifying that you are the actual brand owner of the products you intend to sell in to Maryland.

_____ A sample invoice you propose to use to bill Maryland retailer’s.

_____ Verify, in writing, that you do not ship wine and/or spirits directly 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 (copy enclosed).
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. You will receive more detailed information regarding Credit Control when your permit is issued.
4. Once your permit is issued, you must contact this office at 410-260-7532 to obtain a username and password to access the credit control system at the following address:
https://interactive.marylandtaxes.com/credit_control/