

Cereal Malt Beverage (CMB) Application Checklist

Applicant Checklist:

- ☐ Complete the appropriate CMB application on the form prepared by the Office of the Kansas Attorney General as required by K.S.A. 41-2702(c). If applying for both Off-Premises Consumption and On-Premises Consumption, two separate applications are required.
- ☐ Submit your completed application form and the \$25 State CMB Stamp fee to the Alcoholic Beverage Control (ABC) at the following address:
KDOR - Alcoholic Beverage Control
Mills Building
109 SW 9th Street, 5th Floor
PO Box 3506
Topeka, KS 66601-3506
- ☐ Once approved, ABC will affix the State CMB Stamp to the application and mail back to the application with two additional State CMB Stamps for the city/county to affix to the license certificate and report.
- ☐ Take the ABC approved CMB application, State CMB Stamps, and applicable CMB license fees to the city or county to apply for the CMB license.
- ☐ If your CMB application is approved by the city or county, the city or county will affix the State CMB Stamp to the CMB license certificate.
- ☐ After your CMB license has been issued, the city or county will report your license and the effective dates of the license to ABC. ABC will update our records to ensure your State CMB Stamp reflects the effective dates of the CMB license issued by the city or county. You may view current State CMB Stamps and the effective dates at <https://www.kdor.ks.gov/apps/liquorlicensee/Active.aspx>.

City or County Clerk Checklist:

- ☐ The application is on the form prepared by the Office of the Kansas Attorney General as required by K.S.A. 41-2702(c).
- ☐ The application is complete and has the new State CMB Stamp affixed to it by ABC.
- ☐ Collect the appropriate annual license fee. Pursuant to K.S.A. 41-2702(d)(1) and K.S.A. 41-2702(d)(2), the fees schedule is:
 - On-Premises Consumption \$25 - \$200
 - Off-Premises Consumption \$25 - \$50
 - Special Event \$25 - \$200
- ☐ Issue the appropriate license certificate and affix the white State CMB Stamp provided by ABC to the licensee. The stamp number must match the stamp number on the application. If the applicant is applying for both an on-premises consumption license and an off-premises consumption license, two applications must be received, and two licenses must be issued.
- ☐ Complete your CMB Monthly Report (ABC-307 <https://www.ksrevenue.gov/pdf/abc307.pdf>). Attach the blue State CMB Stamp to the form and complete the information for each CMB license issued for the month you are reporting. Submit the report to ABC. Note: failure to report CMB licenses issued to ABC may result in the State CMB Stamp not reflecting the accurate start date and expiration date, impacting the business' ability to operate.