



## SOUTH DAKOTA DEPARTMENT OF REVENUE

445 East Capitol Avenue • Pierre, SD 57501  
(605) 773-3311 • [dor.sd.gov](http://dor.sd.gov)

DATE: September 2021

RE: 2022 Liquor & Wine License Renewals

Please read and save the following information regarding renewals:

- \* Real estate taxes-if the liability of the licensee-must be paid or not delinquent.
- \* The owner of a business selling alcohol cannot have a felony conviction on their record. The box in Section B must be completed or the application will be returned to you.
- \* Alcoholic beverage licenses and sales tax licenses must be in the same name and address.
- \* Businesses must be current on all sales tax payments and returns as well as all other state taxes.

All city-owned licenses will be treated the same as though they are privately owned.

- \* The city council/county commission may approve most renewals without a public hearing. (see Section H of the instructions for exceptions).
- \* Please review all your applications and ensure they are complete and accurate.
- \* Remember that all RL & CL licenses **must be actively used prior to renewal**. For MOST licenses actively used means open to the public for the sale of distilled spirits for at least 60 days in the two years preceding the date the renewal application is signed.

Included with this memo are:

- Updated instructions – for re-issuance, new and transfers
- Computer generated pre-printed license applications
- Reminder sheet you can copy for your licensees

Go to our website, <https://sddor.seamlessgov.com/business-taxes-alcohol> for all of our forms, applications, how to guides and sale/transfer affidavits.

**For us to process the license applications and cards in a timely manner, all liquor & wine license applications should be in our office by November 24, 2021 or sooner. Please send them in as soon as you have them completed.**

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