

All individuals and businesses involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Questionnaires are submitted.

<b>Part A: Business Information</b>				
1. Legal Business Name (individual name if sole proprietor)				
2. Business Trade Name or DBA				
3. Business Type ( <i>check one</i> )				
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit Organization

<b>Part B: Personal Information</b>				
1. Last Name/Business Name		2. First Name		3. M.I.
4. Relationship to Business (Title)		5. Email		6. Phone
7. Home Address				
8. City		9. State	10. Zip Code	11. Date of Birth
12. Drivers License/State ID Number		13. Drivers License/State ID State of Issuance		14. SSN or FEIN

<b>Part C: Address History</b>				
1. Do you currently reside in Wisconsin? (residing outside Wisconsin is not necessarily disqualifying). . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? . . . .			Years	Months
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.				
Previous Address 1		City	State	Zip Code
Previous Address 2		City	State	Zip Code
Previous Address 3		City	State	Zip Code
Previous Address 4		City	State	Zip Code
Previous Address 5		City	State	Zip Code
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.				
State	County	State	County	State
State	County	State	County	State

*Continued* →

**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No  
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
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Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
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Law/Ordinance Violated	Location	Conviction Date
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Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
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2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Interest Restrictions**

**Questions 1-3 are specific to the business listed in Part A.**

1. Do you hold a manager's license or work in a managerial capacity? . . . . .  Yes  No

2. Are you a partner, officer, director, member, or agent of a corporation or limited liability company? . . . . .  Yes  No

3. Do you have an ownership interest of more than 10% in the business listed in Part A? \_\_\_\_\_% ownership . . . . .  Yes  No

**If Yes to any of the above, you are a restricted investor.**

4. Do you have interest in an alcohol beverage license or permit in a different tier than the business listed in Part A?  Yes  No  
 If yes, list name and address of other business.

**If No to Question 4, Part E is complete. Continue to signature on page 3.  
 Questions 5-7 deal with any business listed in Question 4 above.**

5. Do you hold more than 10% ownership interest? \_\_\_\_\_% ownership . . . . .  Yes  No

6. Are you an officer, director, manger, operator, or agent? . . . . .  Yes  No

7. Are you involved in the day-to-day operations of the licensee or permittee or exert any control over such operations beyond the ability to vote as an owner? . . . . .  Yes  No

If No to Questions 5-7, complete restricted investor affidavit Form AB-104a or Form AB-104b.  
 If Yes to 5 is due to marriage, complete marriage affidavit Form AB-103.

**Part F: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature	Date
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# Form AB-300 Instructions

## *Alcohol Beverage Personal Questionnaire*

### Who must complete Form AB-300?

Any person or business entity involved in the applicant business who are sole proprietors, partners of a partnership, officers, directors, members, managers, or agents must complete and submit Form AB-300. These people are identified in Form AB-101 *Alcohol Beverage Appointment of Agent* or an alcohol beverage permit application. Business entities such as LLCs or corporations submitting this form must be completed by an authorized representative of the entity.

### Where do I submit Form AB-300?

If applying for an alcohol beverage permit, submit this form as required by the permit application to the Division of Alcohol Beverages.

To update the agent for an alcohol beverage permit, submit this form with Form AB-101, *Alcohol Beverage Appointment of Agent* to the Division of Alcohol Beverages using the contact information below.

### Specific Instructions

#### *Date*

- Date the form in the top right corner.

#### *Part A: Business Information*

- Box 1: Enter the legal business name of the permit holder or applicant. If sole proprietor, enter the individual's first and last name.
- Box 2: Enter the business trade name or "doing business as" name, if different than the name in box 1.
- Box 3: Check one entity type to indicate how the business is legally organized.

**Note:** This business information must match the information on any alcohol beverage permit application or existing alcohol beverage permit.

#### *Part B: Individual Information*

- Provide all requested personal information.
- Box 4: Enter your title or describe your relationship to the business. Examples: President, Treasurer, Director, Chief Financial Officer, Member, Partner, Agent, etc.

#### *Part C: Address History*

- Question 2: List in chronological order all residential addresses within the last five years starting with your most recent address.

#### *Part D: Criminal History*

- Question 1: Disclose any civil or criminal violations of law in any jurisdiction (federal, state, or local ordinance), and include detailed descriptions of any violations of law involving alcohol beverages (OWI, disorderly conduct, etc.).
- Question 2: Disclose any pending charges against you in any jurisdiction and include detailed descriptions of any charges involving alcohol beverages.

**Note:** Subject to the Wisconsin Fair Employment Law (Ch. 111, Wis. Stats.), persons with convictions or pending charges may, if those offenses are sufficiently relevant, be prohibited from holding alcohol beverage license and permits under sec. 125.04(5)(a)(1) Wis. Stats. See the Department of Revenue's [Permit Predetermination Common Questions](#) for offenses that may prevent someone from holding a license.

### Part E: Interest Restrictions

Some people are prohibited from holding certain roles in an alcohol beverage permit holder due to interests in another business. Tell us about your roll in the applicant business and any interest you may have in other businesses within other tiers of the alcohol beverages industry.

- Question 1: A manager's license is similar to an operator's (bartender's) license for managers, but only issued in some municipalities.
- Question 2: Check Yes if you hold any of the listed roles for the business listed in Part A.
- Question 3: If no ownership interest is held, enter "0" in the % ownership field.

**Note:** If any of questions 1-3 are answered "Yes", you are a restricted investor relative to the business in Part A. "Yes" responses to these questions are not disqualifying on their own.

- Question 4: Alcohol beverage tiers are generally broken into 3 parts:
  - Production (brewers, wineries, distillers)
  - Distribution (wholesalers)
  - Retail (bars, restaurants, grocers)

Check "Yes" if you have an interest in a business in a different tier than the business listed in Part A. If you check "No," this part is complete and the remaining questions in this part can be left blank.

- Question 5: List the ownership percentage of any business disclosed in Question 4, if any. If no ownership interest is held, list "0."
- Question 6: Check Yes if you hold any of the listed roles for the business listed in Question 4.
- Question 7: Are you involved in the day-to-day operations of any business listed in Question 4?

Based on your responses to these questions, other forms may be required.

- If an interest described in Question 4 is due to a landlord/tenant relationship, include a copy of the lease agreement with this form.
- If Question 4 was marked "Yes," but 5-7 are marked "No," complete either:
  - Form [AB-104a](#), *Restricted Investor Affidavit - Restricted Individual* or
  - Form [AB-104b](#), *Restricted Investor Affidavit - Restricted Entity*
- If an interest described in Question 4 is held by a spouse, submit [Form AB-103](#), *Marriage Affidavit*, with this form.

### Part F: Attestation

- Read the attestation carefully, then sign and date.

### Assistance

This form is designed by the Division of Alcohol Beverages. If you require assistance with this form, or if you have questions about alcohol beverage laws and regulations, you may contact the Division of Alcohol Beverages using the contact information below.

**Website:** [DOR Alcohol Beverage \(wi.gov\)](http://DORAlcoholBeverage.wi.gov)

**Write:** [DORAlcoholPermits@wisconsin.gov](mailto:DORAlcoholPermits@wisconsin.gov) or

**Call:** (608) 266-2526

**Mail:** Wisconsin Department of Revenue  
Division of Alcohol Beverages  
PO Box 8934  
Madison WI 53708-8934