



Liquor License Reporting

Municipal Clerk User Guide for Online Filing

(R. 7/2022)

Wisconsin Department of Revenue
Liquor License Reporting

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Important Changes

- License codes ALB ("Class A" – liquor and Class "A" – beer) and BLB ("Class B" – liquor and Class "B" – beer) have been eliminated
- If you were using license code ALB, we broke it out into two license codes, AB and AL
- If you were using license code BLB, we broke it out into two license codes, BB and BL
- We created a new license type, BW, for "Class B" liquor – wine only. This license type is available only for wineries.
- We added business rules to the license type selection so that only allowable single license types and combinations of license types can be chosen
- There is a new checkbox on the License Location page for each license labeled "Check this box if the license is a hotel". Hotels are allowed different license type options than other entities.
- See page 16 for a list of available license codes and allowable single license types and combinations of license types
- When you login to your MyDORGov account you will see a new home page dashboard. Watch the video linked to this page for a quick overview.

Reporting Liquor License Holders

This document provides instructions for filing your annual liquor license report using the Department of Revenue's online application. This application is designed for municipalities who are reporting less than 50 licenses. If you have more than 50 licenses you may want to use the [Bulk File](#) transfer method.

When to file

Reports are due annually by July 15. You can file updates to your July 15 report throughout the year. For example, after a licensed premises is sold.

Verifying the seller's permit

When registering businesses for a liquor license, part of your responsibility is to verify that the business has a valid seller's permit. Below are the procedures for verifying that a business holds a valid seller's permit:

1. Ask the business applying for the license to provide a copy of their seller's permit. Make sure to record the 15-digit seller's permit number. This number begins with a "456" prefix. You will need it when reporting the license to the department.
2. If the business does not have a copy of their seller's permit, the department has an application that provides it. To use the application you need the business' Federal Employer Identification Number (FEIN). In the case of a sole proprietorship, you need the owner's Social Security Number (SSN).

Use DOR application to verify

This application provides two pieces of information needed for your liquor license report:

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1. It tells you if a seller's permit is valid or invalid.
2. It tells you the correct 15-digit seller's permit number required on the report.

To open the application:

1. From the department's website, revenue.wi.gov, click the My Tax Account button in the 'Online Services' section.
2. In the 'Businesses' section, click the hyperlink labeled 'Search Account Number/Filing Frequency'.

This screen appears:

The screenshot shows a mobile application interface for 'Wisconsin Tax Account Lookup'. At the top, there is a 'Home' button and a progress indicator with two steps: 'Lookup' (active) and 'Results'. Below the progress bar, there are two main input sections. The left section is titled 'Withholding or Sales and Use?' and contains three tabs: 'Sales and Use Tax' (selected), 'Withholding Tax', and 'ID Type'. Under 'ID Type', there are three options: 'Federal Employer ID Number' (selected), 'Social Security Number', and 'Wisconsin Tax Number'. Below these is an 'ID' field with an asterisk and the label 'Required'. The right section contains two fields: 'Business or Last Name' with an asterisk and 'Required' label, and 'Zip Code' with an asterisk and 'Required' label. At the bottom, there is a 'Cancel' button on the left and 'Previous' and 'Next' buttons on the right.

1. Select 'Sales & Use'.
2. Choose an "ID Type." In most cases you will choose 'Federal Employer ID Number.' If the business does not have a FEIN you may enter the business owner's SSN.
3. Enter the "ID" number.
4. Enter the legal name of the business if the licensee is a corporation, limited liability corporation (LLC), or partnership. Enter the last name of the individual if the licensee is an individual.
5. Enter the "Zip Code" of the **business location address**. This may be different than the licensee's mailing address.
6. Click "Next."

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VALID: The application returns the seller's permit if it is valid.

The screenshot displays a mobile application interface for a 'Wisconsin Tax Account Lookup'. At the top, there is a navigation bar with a back arrow and the text 'Home'. Below this, the title 'Wisconsin Tax Account Lookup' is centered. A progress indicator shows two steps: 'Lookup' (completed, marked with a checkmark) and 'Results' (current step, marked with a right-pointing arrow). The main content area is a table with the following data:

Legal Name
Account Type	Sales & Use
Account Number	456-000006930-03
Filing Frequency	Early Monthly
Permit Status	Valid

At the bottom of the screen, there are two buttons: 'Cancel' on the left and '< Previous' on the right.

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INVALID: The application returns this screen if the seller's permit is not valid. Note that the 'Cease Date' indicates when the seller's permit was inactivated.

The screenshot shows a mobile application interface for 'Wisconsin Tax Account Lookup'. At the top, there is a navigation bar with a back arrow and the text 'Home'. Below this is the title 'Wisconsin Tax Account Lookup' and a progress indicator with two steps: 'Lookup' (completed, marked with a checkmark) and 'Results' (active, marked with a right-pointing arrow). The main content area displays a list of account details:

Legal Name
Account Type	Sales & Use
Account Number	456-1028560364-03
Filing Frequency	Monthly
Cease Date	01-Apr-2010
Permit Status	Invalid

At the bottom of the screen, there are two buttons: 'Cancel' on the left and '< Previous' on the right. The 'Cease Date' and 'Permit Status' fields are highlighted with a red rectangular box.

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INCORRECT ENTRY: The application returns an error message if any of the data was entered incorrectly, or doesn't match the information in our tax processing system. Possible error messages include:

1. 'Invalid Name', like in the example below, means either the business name or last name was spelled incorrectly, or the name does not match the ID number that was entered.
2. 'Invalid Id/Id Type combination' means the ID number that was entered is not a valid.
3. 'Invalid Zip Code': The zip code entered does not match the zip code of the entity's mailing address on file with DOR.

Correct your information if possible or contact us at DORLiquorLicense@wisconsin.gov, or (608) 261-5251 if you need assistance.

The screenshot displays the 'Wisconsin Tax Account Lookup' interface. At the top, there is a navigation bar with a back arrow and the text 'Home'. Below this is the title 'Wisconsin Tax Account Lookup' and a progress indicator with two steps: 'Lookup' (active) and 'Results'. The main form area is divided into sections for 'Withholding or Sales and Use?' (with sub-sections for 'Sales and Use Tax' and 'Withholding Tax'), 'ID Type' (with sub-sections for 'Federal Employer ID Number' and 'Social Security Number'), and 'Business or Last Name'. The 'Business or Last Name' field contains the value '53072'. An error message dialog box is overlaid on the form, featuring a red exclamation mark icon and the text 'Invalid Name', with an 'OK' button. At the bottom of the form, there are 'Cancel', 'Previous', and 'Next' buttons.

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Update Your Liquor License Information Electronically

From the Governments home page, click the hyperlink labeled "Login" in the Online Services section.

Governments

Recent News

- 2021 Property Tax Bill Updates
- TIF Videos available on our website
- Draft 2022 Wisconsin Property Assessment Manual
- 2021 Preliminary Equalized Values Posted
- July 2021 Distribution - Shared Revenue and Property Tax Credit Relief
- Environmental Assessment for Clearinghouse Rule Number CR 13-102
- ARPA funds
- Video Service Provider Report (Form SL-311) – Deadline Approaching

More assessor news ...
More municipal & county official news...

Sign up for email updates

Attention: Local governments

Federal funds are available. File your request for ARPA – Local Fiscal Recovery Funds – [view details](#).

My DOR Government Account (MyDORGov)

DOR's online filing system for local government forms.

MyDORGov benefits, include:

- Access to filings are assigned/approved
- Forms are specific to your role
- Ensures appropriate parties are filing your forms
- Easier to manage multiple forms and districts/companies

Common Questions

- [Property tax](#)
- [Real estate transfer fee](#)
- [TRIP \(Tax Refund Intercept Program\)](#)
- [State Debt Collection Initiative](#)
- [Withholding tax](#)
- [Sales and use tax](#)

Reports

- [Annual Assessment Summary](#)
- [Equalized value](#)
- [Local governments](#)
- [Shared revenue](#)
- [Tax Incremental Financing \(TIF\)](#)
- [More reports...](#)

Resources

- [American Rescue Plan Act \(ARPA\) – Local Fiscal Recovery Funds \(LFRF\)](#)
- [State and Local Finance Newsletters](#)
- [Wisconsin Property Assessment Manual](#)
- [Partner organizations](#)
- [Guides and publications](#)
- [Wisconsin Statutes](#)
- [Wisconsin Administrative Code](#)

Towns, Villages, Cities

- [Assessor](#)
- [Board of Review](#)
- [Clerk](#)
- [Treasurer](#)

Counties

- [Clerk](#)
- [Real Property Lister](#)
- [Treasurer](#)

School Districts | Technical Colleges | Special Districts

[Tribes | Libraries](#)

[Manufacturers | Telco and Utilities](#)

[Investment and Local Impact Fund Board](#)

Calendar

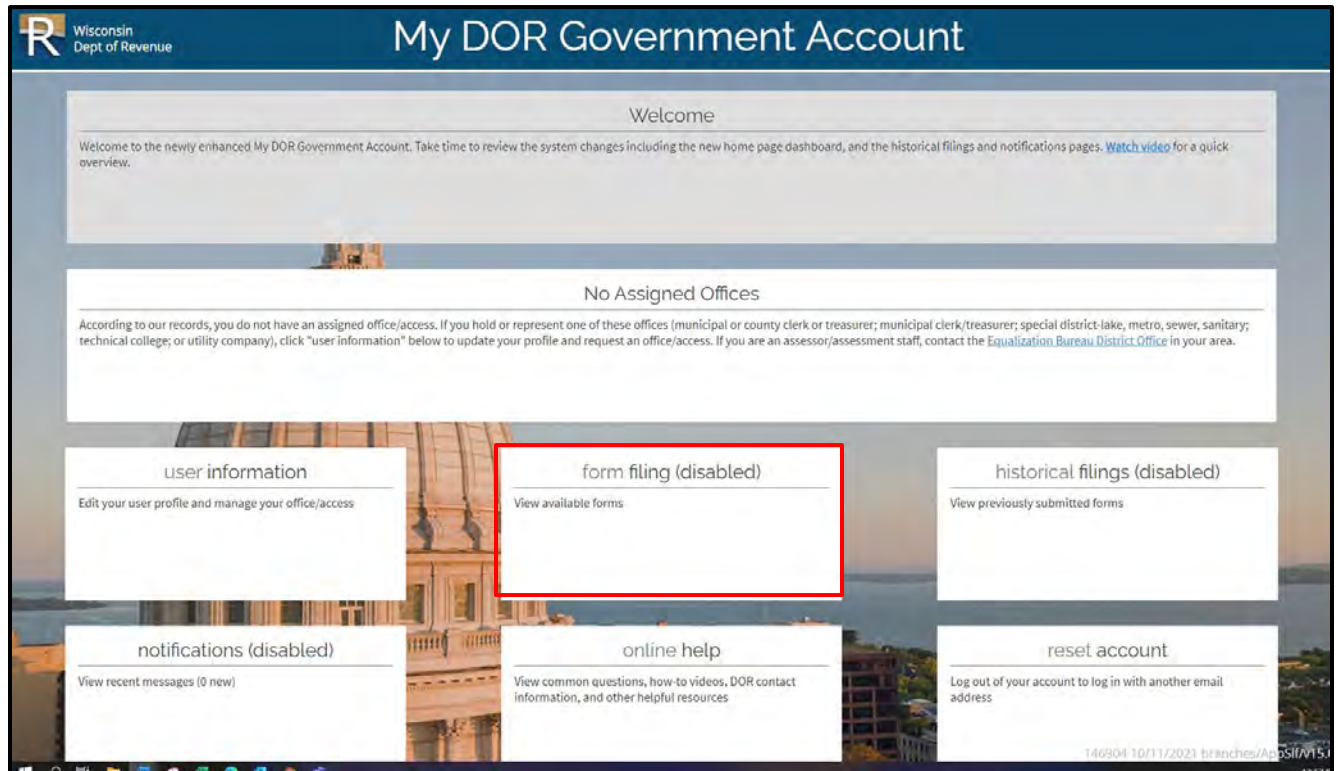
- Aug 13, 2021
[DOR releases 2021 certified Equalized, Tax Incremental District & net new construction values \(August 15\)](#)

Video Resources

[How to request ARPA – Recorded Webinar](#)

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If you have a MyDORGov account you will see the home page dashboard. Click in the box labeled "form filing".



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Click the hyperlink labeled "Wisconsin Liquor Licenses", Form AT-827.

Wisconsin Dept of Revenue My DOR Government Account View User Info

Office Information

Select or enter your district/office:

Only active forms are listed below. To view all forms, visit our [Online Services](#) page.

Form	Name	Due Dates
AT-827	Wisconsin Liquor Licenses	July 15, 2021
BOR-C	Board and Board of Review Calendar	April 18, 2021
MFR-C	Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)	March 31—pop 2,500 or less May 1—pop over 2,500
MFR-CT	Municipal Financial Report for Wisconsin Towns	March 31—pop 2,500 or less May 1—pop over 2,500
PA-107	Board of Review Member Training Affidavit	Before Board of Review's first meeting
PA-521	Statement of Assessment	June 14, 2021
PC-201	Request for Charge Back of Rescinded or Refunded Taxes	October 1, 2021
PC-205	Request for Sharing of Non-Manufacturing Omitted Property Taxes	October 1, 2021
PE-110	TID Final Accounting Report	Within 1 year of termination resolution
PE-300	TID Annual Report	July 1, 2021
SL-203	Expenditure Restraint Program Worksheet	May 3, 2021
SL-304	Room Tax Report	May 3, 2021
SL-311	Video Service Provider Report	August 16, 2021
SL-330	Coronavirus Local Fiscal Recovery Funds Request	June 18, 2021

Click "Start Filing".

Wisconsin Dept of Revenue (S) 2021 Wisconsin Liquor Licenses Form AT-827

Filing Instructions

1. Verify the municipality information below
2. As you complete the form:
 - Follow the form instructions on the right side panel
 - Check for accuracy
 - Save periodically
3. Attach documents if required
4. Click "Submit" when the form is complete
5. Before exiting, print and/or save a copy for your records (including your confirmation number)

Filing deadline - July 15, 2021

Questions?

- General filing - [review our online filing help](#)
- Form information
 - DORLiquorLicense@wisconsin.gov
 - (608) 261-5251

Municipality Information

Municipality: _____

Year: 2021 Report type: ORIGINAL

Exit Start Filing

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Verify the 'Clerk Information' and update any of the fields if the information has changed. Click "Next" to bring up a list of your current licensees.

Due Date
July 15, 2021

Report Type
ORIGINAL

Back
Municipality And Clerk Info
Next

Municipality Information

Comu Code
Muni Type
County

Municipality

Clerk Information

Name
Email

Street Address

City
Zip Code
Fax Number

Work Phone
Other Phone

Due Date:
July 15, 2019

Report Type:
ORIGINAL

Back
Licenses
Next

Below are all the current licenses for your municipality.

- You can step through details of all your licenses by using the Next button in the upper right of the screen.
- You can jump directly to the details of a license by using the arrow icon to the left of the name.
- You can mark a license deactivated on this page by using the checkbox on the right.
- You can add new licenses or update the expiration date of all the licenses using controls at the bottom of the list.

	License Owner's Legal Name	Expired Date	Deactivate ?
<input checked="" type="checkbox"/>	LICENSEE ONE	06/30/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LICENSEE TWO	06/30/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LICENSEE THREE	06/30/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LICENSEE FOUR	06/30/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LICENSEE FIVE	06/30/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LICENSEE SIX	06/30/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LICENSEE SEVEN	06/30/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LICENSEE EIGHT	06/30/2018	<input type="checkbox"/>


Update All Expiration Dates to June 30, 2019

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






Review and update existing license holders

From this screen you can perform a number of functions:

1. Click 'Next' to step through the license record for each licensee
2. Click the arrow icon to the left of the licensee name to jump directly to that license record
3. Check the 'Deactivate' box to deactivate a specific licensee
4. Check the box labeled 'Update All Expiration Dates to June 30, 20XX' to update the expiration date of all of your license records
5. Click the + sign labeled 'Add Liquor License' to add a new license record
6. You can also click the  symbol at the top of the page to jump directly to any license record or the Preparer/Signature Statement

Add a new license holder

Click the "Add Liquor License" button located at the end of your existing license list to display a blank row in your list of licenses.


	License Owner's Legal Name ⇅	Expired Date	Deactivate ?
		06/30/2022	<input type="checkbox"/>
		06/30/2022	<input type="checkbox"/>
		06/30/2022	<input type="checkbox"/>
		06/30/2022	<input type="checkbox"/>
		06/30/2022	<input type="checkbox"/>
		06/30/2022	<input type="checkbox"/>
		06/30/2022	<input type="checkbox"/>
		06/30/2022	<input type="checkbox"/>
		06/30/2022	<input type="checkbox"/>
		06/30/2022	<input type="checkbox"/>
		06/30/2022	<input type="checkbox"/>
			<input type="checkbox"/>

Update All Expiration Dates to June 30, 2022 Add Liquor License +

1. Enter the licensee's legal name on this page.


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2. Click the  icon to open a blank license page.

Back to List of Licenses

License Location

Exempt Deactivate 


Legal Name Agent Name

Business Name

Location Address

City Zip Code State

County

Valid Seller's Permit Number  License Expiration Date

Check this box if the licensee is a hotel.

* Type of License(s)

<input type="checkbox"/> AB	<input type="checkbox"/> BB
<input type="checkbox"/> AL	<input type="checkbox"/> BL
<input type="checkbox"/> AC	<input type="checkbox"/> BW
	<input type="checkbox"/> CW

3. Enter the Agent Name (if necessary), Business Name, Location Address, City, Zip Code, and County (the State field auto-populates with "WI").
4. Enter the seller's permit as 15 digits. This number always starts with a "456" prefix.
5. Check the box labeled "Check this box if the licensee is a hotel" **only if the licensee is a hotel.**
6. Enter the Type of License(s). Check all license types that apply to this entity. Only certain license types can be selected singly or in combination. You will receive an error message if you select a single license type or a combination of license types that are not allowable. See page 15.
7. Enter the License Expiration Date. The expiration date will always be June 30, 20XX.

Enter an exempt license holder

Some business entities are required to hold a liquor license, but are [exempt](#) from the requirement to collect sales and use tax. These businesses are usually issued a Wisconsin Sales and Use Tax Exemption Certificate. Check the "Exempt" check box if a liquor license applicant indicates they are exempt from collecting sales and use tax. There is no seller's permit number to enter; the form will prefill with all zeros in the Valid Seller's Permit Number field.


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Deactivate a license record

To deactivate a license record, click the "Deactivate" check box. You will want to deactivate a license record in the event a licensed premises is sold, or if the licensee does not renew their license for any reason.

Submit a 'no license' report

From the Municipality And Clerk Info page, click the  symbol and click the 'Licenses' hyperlink. From this page, check the box labeled 'No Licenses this year'. Click 'Next'.

License Owner's Legal Name 	Expired Date	Deactivate 
<p>There are no Licenses reported in our records. If you wish to report license this year, click on the 'Add Liquor License' button. Or you can click on No Licenses checkbox.</p>		
<input checked="" type="checkbox"/> No Licenses this year	<input type="checkbox"/> Update All Expiration Dates to June 30, 2020	Add Liquor License 

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Submit your completed report

You can submit your completed form to the department from the 'Preparer/Signature Statement' page:

1. Enter your name, title, email address and phone number (format as XXX-XXX-XXXX). These are all required fields.
2. Check "Yes" to indicate that you agree with the signature statement.
3. Check for any error messages or warnings in the Errors and Warnings section of the page. Correct errors as necessary.
4. Click "Submit."

The screenshot shows a web form titled "Preparer/Signature Statement". It has a "Back" button on the left and an "Exit" button on the right. The form is divided into three main sections:

- Preparer Information:** Contains four input fields: "Name", "Title", "Email", and "Phone". Each field has a red error icon to its right, indicating a validation error. The "Phone" field has a placeholder format "000-000-0000 000000".
- Signature Statement:** Contains a declaration: "Under penalties of law, I declare this form is true, correct and complete to the best of my knowledge and belief." Below this is the question "Do you agree with the statement above?" with radio buttons for "Yes" and "No". The "No" option is selected, and it has a red error icon next to it. A note below reads: "Note: Verify your entries before submitting this form. Your accuracy is very important."
- Errors and Warnings:** Contains the instruction "Click the arrows below to view:" followed by a list of error messages:
 - Errors in the fields that needs correcting
 - Warnings in the fields needing review.A table below lists specific errors, each with a red error icon and a magnifying glass icon:

		You must agree to the statement and check "Yes" to file.
		You must enter the e-mail address of the person completing the report.
		You must enter the name of the person completing the report.
		You must enter the telephone number of the person completing the report.
		You must enter the title of the person completing the report.

A confirmation page appears that includes your submission date and a confirmation number.

1. Click "Print" to print a copy of the report for your records
2. Click "Exit" to exit the form

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License Types

LICENSE CODES	
CODE	DESCRIPTION
AB	Class "A" Beer (off-sale), (convenience/grocery stores)
AC	"Class A" Liquor – Cider only (off-sale), (convenience/grocery stores)
AL	"Class A" Liquor (off-sale), (drug stores, wineries)
BB	Class "B" Beer only (on/off sale) or in combination with "Class C" Wine
BL	"Class B" Liquor (on/off sale)
BW	"Class B" Liquor - Wine only (wineries only)
CW	"Class C" Wine (restaurants that qualify)

Allowable Single and Combinations of License Types

Allowable Single License Types	Allowable License Combinations
Class "A" – Beer (AB)	Class "A" – Beer (AB) and "Class A" – Cider only (AC)
"Class A" – Liquor (AL)	Class "A" – Beer (AB) and "Class A" – Liquor (AL)
Class "B" – Beer (BB)	Class "B" – Beer (BB) and "Class B" – Liquor (BL)
"Class B" – Wine only (BW)	Class "B" – Beer (BB) and "Class C" – Wine (CW)
"Class C" – Wine (CW)	Class "B" – Beer (BB) and "Class B" – Wine only (BW)

Contact Information

Email: DORLiquorLicense@wisconsin.gov

Phone: (608) 261-5251 or (608) 264-0344

Fax: (608) 266-6226

