



# Alcoholic Beverage/Gambling Operator Short Form



## Checklists and Instructions

### Business Entity Type Change

Gambling and alcoholic beverage activity may continue pending approval of the business entity type change. This form may only be used if there will be no new persons added to the new entity. If there are new persons and a new entity, a new Alcohol and Gambling Operator Combined License Application [Form 5](#) (or appropriate application for license type) must be completed.

**\$200 Processing Fee** *The fee applies to alcoholic beverage licenses only. These transactions require Department of Revenue to publish a notice in the local newspaper.*

FEIN verification from the IRS for new entity.

Explanation of member/shareholder contribution to new entity.

Documents verifying the source of funding for any new funds used for the change, or infused in to the new entity (e.g., loan documents, security agreements, etc.).

Corporate and/or [Business Statement](#) (not needed if changing to a sole proprietorship).

Assumed Business Name registration confirmation from the Secretary of State.

Lease agreement with new entity OR if new entity owns building, provide ownership documentation (e.g., Deed).

Explanation of how the assets and liabilities will be transferred to the new entity.

Current financial statements or pro-forma financial statements.

List name(s) of location manager(s), and (if applicable) potential new or changes in location manager(s) must provide [Location Manager Application](#). Also must provide (2) fingerprint cards (\$30.00 fee for background check), a [Personal History Statement](#) and fees IF the manager is not the owner (shareholder, member or partner thereof).

Bank signature cards showing the new business entity type.

Explanation of what is happening to the old bank account once this change is approved. Will the account close or will the account be modified?

**Upon Closing** Licensee will be notified of the completion of the audit and at that time you can schedule the closing.

Documents verifying the end of the current entity type, including minutes, cancellation of shares/interests, corporate/LLC/LLP/partnership end of existence procedures documents.

Documents verifying the new entity type, including minutes, issuance of shares/interest, corporate/LLC/LLP/partnership creation documents.

**Note:** The Gambling Control or Alcoholic Beverage Control Division may require the applicant to send additional documents or information. This application and the documents and information provided will be reviewed under an amended license process and final approval will correspond with those procedures. If you have any questions, contact the Gambling Control Division at (406) 896-4300.

**Mail application, required documents listed above, and fees to:**

Gambling Control Division  
615 South 27th St., Suite A  
Billings, MT 59101