



# Alcoholic Beverage/Gambling Operator Short Form



## Checklists and Instructions

**Gifting Among Licensees** Gambling and alcoholic beverage activity may continue pending approval of the transfer by gift to an existing owner. Submit the following documents for review and approval of the transfer.

[Gifting Statement](#) that identifies both parties to the transaction, the intention of the transaction and percentage of ownership being transferred.

Current financial statements or most recent tax return for the licensed entity.

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

Documents verifying gifting of ownership interest among licensees.

Corporate documents, partnership agreements, LLC agreements, minutes etc. (depending on type of change).

Documents verifying the cancellation of shares/interests, issuance of shares/interests and updated stock ledger (if applicable).

**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 and required documents listed above to:**

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