



Revenue Administration Division
MATT Unit
P.O. Box 2999
Annapolis, MD 21404-2999

Checklist for Wine & Distilled Spirits Non-Resident or Resident Dealer Permit Application

Below is a checklist of forms, etc., that must be sent to the Comptroller of Maryland, Revenue Administration Division, MATT Unit when applying for a when applying for a Non-Resident or Resident Dealer Permit authorizing you to ship wines and/or distilled spirits to Maryland wholesalers.

Be sure to read thoroughly all the regulations, bulletins and notices enclosed before submitting your application. Incomplete applications or items not submitted will result in your application being returned unprocessed until all requirements are met.

_____ Permit Application (Form COM/RAD 328) properly executed (one copy).

_____ Provide an official Power of Attorney (if applicable) to authorize a compliance agent or employee to sign any documents submitted excluding the actual application which must be signed by a corporate officer or owner (if individual ownership).

_____ Your check or money order made payable to: "Comptroller of Maryland", in the amount of \$200.00.

_____ A copy of your company's, partnership's, or in the case of an individual, the business' most recent financial statement.

_____ Provide letter(s) certifying that you are either:

1. The actual brand owner of the brand(s) you propose to sell in Maryland,
2. The appointed sales agent in Maryland of said brand owner,
3. The United States Importer or,
4. An authorized agent of the United States importer.

_____ A sample invoice you propose to use to bill Maryland wholesalers.

_____ Identify, in writing, the name of the Maryland wholesaler assigned to represent your product(s).

_____ Verify, in writing, that you do not ship wine and/or spirits direct to consumers in Maryland