

## Master Application

Check appropriate box(es) and complete all applicable information.



### Business Changes

- Register a new business with eStop. See Section II for fees that apply.
- Update business information, such as mailing address or contact information, etc. No fee.
- Change business structure or entity type. A liquor processing fee may apply. See Section II.
- Add a new physical location to your eStop business. See Section II for fees that apply.
- Purchase of an existing eStop location. Previous owner's Location Number \_\_\_\_\_

**Location Changes** - Provide current Location Number for box(es) selected below \_\_\_\_\_

Your Location Number is at the upper right-hand section of your eStop license and renewal.

- Relocate to a new physical location. A license fee may apply. See Section II.
- Update location information, such as name/DBA/trade name, etc. No fee.
- Update license information, such as add, increase/decrease, change license type, etc. See Section II for fees that apply.

### Section I.

<b>Business Information</b>			
Company or Owner Name _____			
Federal Employer Identification Number or Social Security Number _____ (required)			
Business Mailing Address _____	City _____	State _____	ZIP + 4 _____
Type of Business (please check one and provide additional information if needed):			
<input type="checkbox"/> Sole proprietorship	<input type="checkbox"/> S corporation	<input type="checkbox"/> Governmental	
<input type="checkbox"/> Limited liability company	<input type="checkbox"/> Association	<input type="checkbox"/> Limited partnership	
<input type="checkbox"/> C corporation	<input type="checkbox"/> Limited liability partnership	<input type="checkbox"/> Other	
<input type="checkbox"/> Nonprofit C corporation	<input type="checkbox"/> Partnership		
<b>Location Information</b>			
Assumed Business Name/DBA/Trade Name, etc. _____			
Physical Location Address _____	City _____	State _____	ZIP + 4 _____
County _____	Location Phone Number _____	Location Fax Number _____	
<b>Contact Information</b>			
Name _____		Phone Number _____	
<i>Please Print</i>			
Email address _____			

**Important:** Complete Section II (other side of form), if applicable. In all situations, sign and date.  
All coordinating applications and affidavits must be completed and attached for processing.

**License fee and payment information is on the other side of this form.**

### Signature (required)

I declare under penalty of false swearing that I am the applicant or the duly authorized representative of the entity making this application, and that the responses provided, including any accompanying information, are true, correct and complete.

\_\_\_\_\_  
Signature Title Date

Mail completed form to: eStop Business Licenses, PO Box 8003, Helena, MT 59604-8003

Questions? Call us toll free (866) 859-2254 (In Helena, 444-6900), FAX: (406) 444-7723

## Section II. License Fees

License	Type of Fee	Inspection Required	Fee	Quantity	Total Amount
Montana Lottery	Traditional. <i>One-time fee.</i>	No	\$50.00		
	Montana Sports Action (MSA) Must have gaming license. <i>Annual fee.</i>	No	\$75.00		
Retail Food Establishment	Small - Establishments with one or two employees working at any one time. <i>New or relocation fee applies.</i>	Yes. Please contact your county environmental health department.	\$85.00		
	Large - Establishments with more than two employees working at any one time. <i>New or relocation fee applies.</i>		\$115.00		
Tobacco Products and Alternative Nicotine or Vapor Products	Retailer - Tobacco	No	\$5.00		
	Retailer - Vendor < 10 cigarette vending machines.	No	\$5.00		
	Vendor ≥ 10 cigarette vending machines.	No	\$50.00		
	Wholesaler	No	\$50.00		
	Subjobber	No	\$50.00		
	Retailer - Alternative Nicotine or Vapor Products	No	\$5.00		
Off-Premises Beer/Wine	Processing fee for new applicant, relocation and <i>some</i> business structure changes. <i>Fee is nonrefundable.</i>	Yes, if new application or application for transfer of location.	\$200.00		
	Addition of beer or wine license to a current license <i>Fee is nonrefundable.</i>		\$100.00		
	Background check processing fee		\$27.25		
	Beer		\$200.00		
	Wine		\$200.00		
	Beer/Wine		\$400.00		
Nursery License	<i>A license is <u>not</u> required if gross annual sales are less than \$1,000.</i>				
	<input type="checkbox"/> Check this box if applying for a secondary location. <i>No fees are required.</i>				
	Initial application fee for >\$1,000 gross annual sales	Not at registration	\$25.00		
	License fee for \$1,000-\$5,000 gross annual sales	Not at registration	\$25.00		
	License fee for >\$5,000 gross annual sales	Not at registration	\$100.00		
Underground Storage Tanks	<input type="checkbox"/> Owner <input type="checkbox"/> Operator (Please check one.)				
	Tanks ≤1,100 gallons. <i>New or relocation fee applies.</i>	Not at registration. Every 3 years for operating permit.	\$36.00		
	Tanks >1,100 gallons. <i>New or relocation fee applies.</i>		\$108.00		
Meters - Petroleum Dealers	PA - Max delivery ≤ 20 gal/min	Yes	\$21.00		
	PB - Max delivery > 20 gal/min and ≤ 130 gal/min	Yes	\$70.00		
	PC - Max delivery > 130 gal/min	Yes	\$83.00		
	PD - LPG (Propane) meters	Yes	\$102.00		
Scales - Weighing Devices	S1 or SA - 0 thru 499 lbs	Yes	\$20.00		
	S2 or SB - 500 thru 1,999 lbs	Yes	\$33.00		
	S3 or SC - 2,000 thru 7,999 lbs	Yes	\$64.00		
	S4 or SD - 8,000 thru 60,000 lbs	Yes	\$165.00		
	S5 or SE - 60,001 lbs or greater	Yes	\$280.00		
				<b>Total Amount Due</b>	

### How to Make a Payment

- ▶ Go to [eStop.mt.gov](http://eStop.mt.gov) to apply and pay online!
- ▶ Pay by check made payable to **eStop Business Licenses**—be sure to write your **Location Number** in the memo line.  
Mail your check to: **eStop Business Licenses**  
Montana Department of Revenue  
PO Box 8003  
Helena, Montana 59604-8003

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