# ADDENDUM - SPIRIT FEE PAYMENT AND REPORTS

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| **Instructions** **and Information** |
| * Please complete this form and mail the original to the Liquor and Cannabis Board at the above address. You are advised to keep a copy for your records.
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| * **Note:** If you have questions, please call the Tax Desk at 360-664-1732 or email spiritfees@lcb.wa.gov.
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| * *Acronyms: CLS (Contract Liquor Store); SLS (State Liquor Store); COA (Certificate of Approval); Rep (Representative)*
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| **Applies To:** | **In Accordance With:** |
| Authorized Rep. COA Foreign Spirits | RCW [66.28.035](https://app.leg.wa.gov/RCW/default.aspx?cite=66.28.035), WAC [314-23-040](https://apps.leg.wa.gov/wac/default.aspx?cite=314-23-040)(3)(a), WAC [314-23-041](https://apps.leg.wa.gov/wac/default.aspx?cite=314-23-041) |
| Authorized Rep. COA US Spirits | RCW [66.28.035](https://app.leg.wa.gov/RCW/default.aspx?cite=66.28.035), WAC [314-23-040](https://apps.leg.wa.gov/wac/default.aspx?cite=314-23-040)(3)(a), WAC [314-23-041](https://apps.leg.wa.gov/wac/default.aspx?cite=314-23-041) |
| CLS Spirits Retailer | RCW [66.24.630](https://app.leg.wa.gov/RCW/default.aspx?cite=66.24.630)(4)(a), WAC [314-02-109](https://apps.leg.wa.gov/wac/default.aspx?cite=314-02-109)(2) |
| Craft Distillery | RCW [66.24.640](http://app.leg.wa.gov/RCW/default.aspx?cite=66.24.640), WAC [314-28-080](https://apps.leg.wa.gov/wac/default.aspx?cite=314-28-080) |
| Distillery | RCW [66.24.630](http://app.leg.wa.gov/RCW/default.aspx?cite=66.24.630)(4)(a), RCW [66.24.640](http://app.leg.wa.gov/RCW/default.aspx?cite=66.24.640), RCW [66.28.060](https://app.leg.wa.gov/RCW/default.aspx?cite=66.28.060), WAC [314-28-080](https://apps.leg.wa.gov/wac/default.aspx?cite=314-28-080) |
| SLS Spirits Retailer | RCW [66.24.630](https://app.leg.wa.gov/RCW/default.aspx?cite=66.24.630)(4)(a), WAC [314-02-109](https://apps.leg.wa.gov/wac/default.aspx?cite=314-02-109)(2) |
| Spirits COA | RCW [66.28.035](https://app.leg.wa.gov/RCW/default.aspx?cite=66.28.035), WAC [314-23-040](https://apps.leg.wa.gov/wac/default.aspx?cite=314-23-040)(3)(a), WAC [314-23-041](https://apps.leg.wa.gov/wac/default.aspx?cite=314-23-041) |
| Spirits Distributor | RCW [66.24.055](https://app.leg.wa.gov/RCW/default.aspx?cite=66.24.055)(3)(a)(i)(ii), WAC [314-23-021](https://apps.leg.wa.gov/wac/default.aspx?cite=314-23-021), WAC [314-23-022](https://apps.leg.wa.gov/wac/default.aspx?cite=314-23-022) |
| Spirits Retailer  | RCW [66.24.630](https://app.leg.wa.gov/RCW/default.aspx?cite=66.24.630)(4)(a), WAC [314-02-109](https://apps.leg.wa.gov/wac/default.aspx?cite=314-02-109)(2) |
| **It is hereby agreed:*** A report under oath will be furnished to the Washington State Liquor and Cannabis Board on or before the respective due date. The report will be on a form prescribed by the Board and show the quantity of spirits sold and/or delivered in Washington.
	+ Monthly reports are due the 20th of each month following the month being reported.
	+ Quarterly reports are due the 25th of the month following the last month of the quarter being reported.
* All fees will be paid at the time and in the amounts as may be prescribed by Washington laws.
* All agents, representatives and sales corporations maintained or affiliated with the applicant will faithfully comply with the Washington State Liquor and Cannabis Board’s rules and regulations and the liquor laws of the State of Washington pertaining to the sale of liquor.
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| Print Name: |       |  | Date: |       |
| Signature: |  |  | Title: |       |
| Firm/Company:  |       |  | Email: |       |
|  |  |  | Phone:  | (     )-(     )-(     ) |