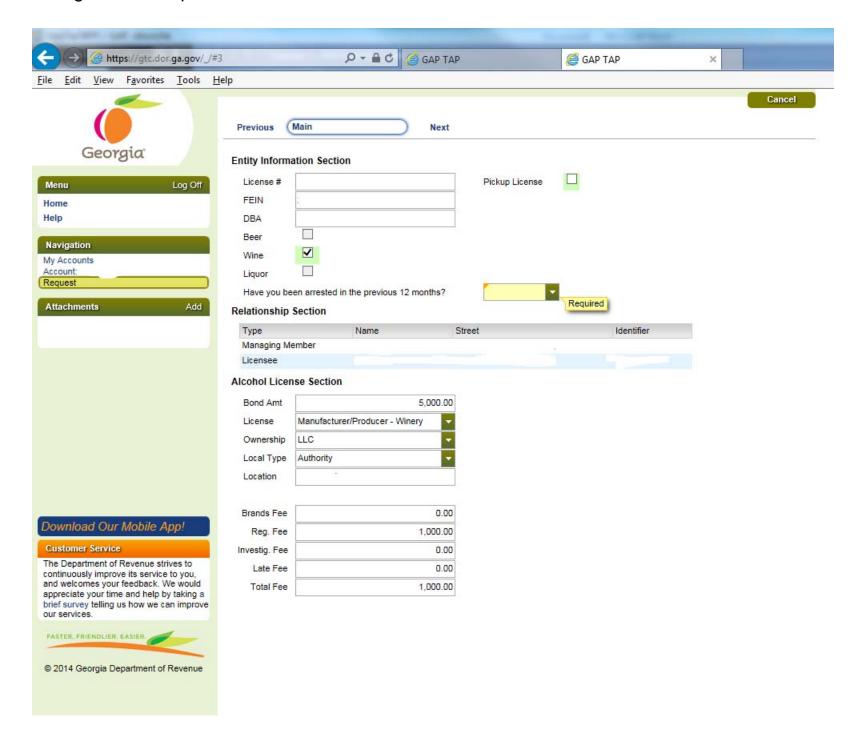
Licensees will need:

- Citizenship Affidavit/Secure & Verifiable Document if not previously uploaded
- Bond (\$5,000.00) if not previously uploaded
- Fee
 - o \$1,000.00- Winery
 - o \$50.00- Special Order Shipper
 - o \$50.00-Farm Winery
 - o \$50.00- Broker

Inside of a GTC Log In licensees will find a listing of all their accounts under "MY ACCOUNTS". Clicking the hyperlink that corresponds to the licensees alcohol license number will take you to the "PERIODS REQUIRING ATTENTION" page. Under the 2015 period there will be a hyperlink that says File Renewal. Licensees should click this hyperlink.

Periods Requiring	ods Requiring Attention							
Filter								
Period	Status			Tax	Penalty	Interest	Credits	Balance Messages
31-Dec-2015	Generated	File Renewal	Pay	0.00	0.00	0.00	0.00	0.00 File Renewal

This hyperlink will take you to the site page to file the renewal. The majority of the fields will be prepopulated. If a citizenship affidavit and bond for 2015 have not been filed applicants will be prompted to exit this screen and do so. If they have been filed applicants will need to answer the arrest question and click the "Next" hyper link at the top of the page in order to complete the filing of the renewal.



Once renewal has been filed payment can be made by clicking the "Pay" hyperlink from within the 2015 period on the "PERIODS REQUIRING ATTENTION" page. .

Periods Requiring Attention Filter												
Period	Status			Tax	Penalty	Interest	Credits	Balance Messages				
31-Dec-2015	Generated	File Renewal	Pay	0.00	0.00	0.00	0.00	0.00 File Renewal				

This will take you to the payment screen. Once payment is made the 2015 license will print overnight and mail within five days.

