



317 S. MAIN ST.
JEFFERSON, WISCONSIN 53549



«FName»
«Contact_Name»
«Address»
«City», «State» «Zip»

March 1, 2012

Dear «Contact_Name»:

Enclosed you will find the application forms for your 2012-2013 liquor license. You may not need all of the forms, so please disregard those that do not apply to you. If you need additional copies of the Auxiliary Questionnaire you may either stop into City Hall or you can print them off of the website (www.jeffersonwis.com). Also, I have links to the fill-able forms on our website, if you prefer to do it that way.

The fees for your license are: \$«TOTAL_FEES». You are only required to pay the publication fee at the time you submit your application. For your convenience, on file we have your **FEIN** as: «FEIN» & your **WI Seller's Permit Number** as: «WI_Sellers_Permit».

****NEW THIS YEAR: YOU MUST SUBMIT A COPY OF YOUR CURRENT WI SELLER'S PERMIT BEFORE YOUR LICENSE WILL BE ISSUED.**

On the back of this letter is a list of important dates for your assistance. Hopefully this will help remind you when applications are due.

All applications are due Tuesday, May 15, 2012!
After this date the publication fee will go up!

If you have any questions please don't hesitate to call City Hall at (920) 674-7700 or e-mail me at shannon@jeffersonwis.com.

Sincerely,

Shannon Statz
Asst. Deputy Clerk/Treasurer
City of Jefferson

Enclosures

IMPORTANT DATES

May 15, 2012

Beverage applications are due.

The publication fee of \$25.00 is due at this time.

May 29, 2012

Last day to submit "LATE" beverage applications for the June 21, 2011 Council Meeting. **An increased publication fee will be assessed.**

May 29, 2012

Renewal operator license applications due for the June 5, 2012 meeting.

June 5, 2012

COMMON COUNCIL MEETING

June 8, 2012

Approved applications can be picked up at City Hall after 1:00 p.m.

The remaining balance is due at this time.

June 12, 2012

Last day to submit renewal operator license applications for the June 19, 2012 meeting.

June 19, 2012

COMMON COUNCIL MEETING

June 22, 2012

Approved applications can be picked up at City Hall after 1:00 p.m.

The remaining balance is due at this time.

June 29, 2012

ALL LICENSES MUST BE PICKED UP BY 5:00 P.M. TO OPERATE JULY 1, 2012 AT 12:01 A.M.