



STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL
P.O. BOX 087, 140 EAST FRONT STREET
TRENTON, NJ 08625

TO: MUNICIPAL CLERKS AND ABC BOARD SECRETARIES

FROM: KELLY TROILO, SUPERVISOR, LICENSING BUREAU

DATE: MAY 3, 2018

RE: PROCEDURES FOR ISSUANCE OF AD INTERIM PERMITS

AD INTERIM SCHEDULE

June 19th through July 1st the Division of ABC will process Ad Interim permits from 9:30 a.m. to 4:00 p.m. daily.

After July 1st, the Division will process Ad Interim permits Tuesday through Thursday from 10:00 a.m. to 3:00 p.m.

The Divisions of Taxation and Alcoholic Beverage Control laws require issuance of a Tax Clearance Certificate as a condition of renewal for every retail licensee in the State of New Jersey. Clearance Certificates, which are issued by the New Jersey, Division of Taxation, are granted if it is determined that a licensee has satisfied retail sales and other tax obligations.

Pursuant to N.J.A.C. 13:2-2.10(b) if a municipality is unable to act on a license renewal application prior to June 30, 2018, the licensee may apply to the Division of Alcoholic Beverage Control for a *Special Ad Interim Permit* to operate its licensed business pending municipal action. If a license is not renewed prior to June 30, 2018 and an Ad Interim Permit has ***not*** been issued to the licensee, the licensee will be required to cease active operation of its business at midnight June 30, 2018.

The Division has previously held that such relief is contingent upon the municipality's written verification that the licensee has timely submitted a complete renewal application and required State and local fees. Retail licensees who have not received Tax Clearance Certificates are ineligible for ad interim relief unless they first obtain a certificate or an approval for temporary relief from the Division of Taxation.

Licensees seeking ad interim relief must complete the enclosed application form which must be endorsed by the appropriate municipal authority and provide a copy of their Tax Clearance Certificate or notice from the Division of Taxation approving the issuance of the Ad Interim Permit.

If you have questions about Tax Clearance Certificates, contact the Division of Taxation at (609) 292-0043. Licensees who have tax clearance questions regarding renewals should be referred to the same number.

Please inform your licensees that only certified checks, attorney checks or money orders are acceptable forms of payment. No cash, personal checks or business checks will be accepted.

APPLICATIONS MUST BE HAND DELIVERED IN PERSON TO THE ABC. No other method of delivery will be accepted. Mailed applications will be returned to sender.

Further, if you have any questions about the ad interim procedure, please contact me at (609) 984-1954. Thank you for your assistance.

Enclosure