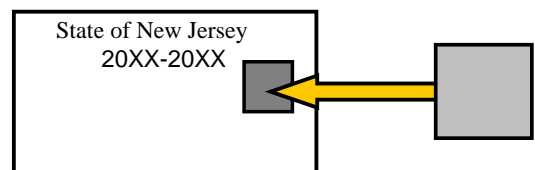


**INSTRUCTIONS AND ADDITIONAL INFORMATION
FOR COMPLETION OF
PERMIT FOR OFF-PREMISE STORAGE OF BUSINESS RECORDS - FORM 2-29.4 (REV. 2006)**

- (1) Insert the complete twelve digit license number (XXXX-XX-XXX-XXX) issued by the NJ Division of ABC.
- (2) Insert the name of the entity owning the ABC license.
- (3) Insert any actively used trade name for the business.
- (4) For active licenses, insert the actual street address of the business. For in-active or pocket licenses, insert the address of record for the entity owning the license.
- (5) For active licenses, insert the actual city, state and zip code of the business. For in-active or pocket licenses, insert the city, state and zip code of record for the entity owning the license
- (6) Insert the name of the person(s) or entity occupying the location where the business records will be stored.
- (7) Insert the actual street address of the location where the business records will be stored.
- (8) Insert additional address information, if needed, of the location where business records will be stored.
- (9) Insert the actual city, state and zip code of the location where business records will be stored.
- (10) Insert the telephone number for the person(s) or entity listed in (6).
- (11) All licensees must maintain, for a period of five years from the date of the transaction, invoices, receipts or other business records, which document the licensee's purchase of alcoholic beverages. If the Division of ABC issues to the licensee a Permit for Off-Premise Storage of Business Records, these records may be stored off-premise, **except for the most recent three months of transactions which must remain on the licensed premise.**
- (12) All licensees shall maintain, for a period of five years, a record of all money or any other thing of value received in the ordinary course of business or received outside the ordinary course of business, including, but not limited to, alcoholic beverage sales, food sales, rebates, including payments from any Retail Incentive Program "RIPS", and miscellaneous income. If the Division of ABC issues to the licensee a Permit for Off-Premise Storage of Business Records, these records may be stored off the licensed premises and shall be produced within seven days of a request from the Director, the issuing authority or the agent or representative thereof and any other law enforcement officer, peace officer or any other person whose powers or duties include the enforcement of the Alcoholic Beverage Control Act and officers as defined by N.J.S.A. 33:1-1(p) at a location designated by the requester.
- (13) All licensees shall maintain, for a period of five years, records which show the payment of all expenses. The records shall indicate the name of the person or entity receiving such payment, the amount of the payment and the reason that the payment was made. Payment records shall include payments made for:
 - The purchase of alcoholic beverages;
 - The purchase of food item;
 - The purchase of supplies and use of utilities;
 - The purchase or lease of equipment;
 - The payment of employees' compensation, including all required withholding;
 - The payment of all local, state and federal taxes and license fees;
 - The payment of rents, mortgages, loans and/or a reduction of an owner's equity; and
 - All other disbursements.If the Division of ABC issues to the licensee a Permit for Off-Premise Storage of Business Records, these records may be stored off the licensed premises and shall be produced within seven days of a request from the Director, the issuing authority or the agent or representative thereof and any other law enforcement officer, peace officer or any other person whose powers or duties include the enforcement of the Alcoholic Beverage Control Act and officers as defined by N.J.S.A. 33:1-1(p) at a location designated by the requester. .
- (14) All licensees shall have and keep, for an unlimited period of time, permanent records of account which shall truly and accurately contain a record of all moneys invested in the licensed business, including loans, the source of all such investments and the disposition of such investments for an unlimited period of time. Such documents may be stored off the licensed premises and shall be produced within seven days of a request from the Director, the issuing authority or the agent or representative thereof and any other law enforcement officer, peace officer or any other person whose powers or duties include the enforcement of the Alcoholic Beverage Control Act and officers as defined by N.J.S.A. 33:1-1(p) at a location designated by the requester.

NOTE: The Permit for Off-Premise Storage must be displayed on the current license certificate. The licensee shall display the permit in the location indicated in the diagram to the right.

SAVE THIS PAGE FOR YOUR RECORDS





NEW JERSEY DIVISION OF ALCOHOLIC BEVERAGE CONTROL

140 EAST FRONT STREET

P.O. Box 087

TRENTON, NJ 08625-0087

20 - 20

LICENSE YEAR

PERMIT FOR OFF-PREMISE STORAGE OF BUSINESS RECORDS		LICENSE NUMBER	(1)
PREMISE INFORMATION	CORPORATE NAME	(2)	
	TRADE NAME	(3)	
	STREET ADDRESS	(4)	
	CITY, STATE ZIP	(5)	
LOCATION WHERE BUSINESS RECORDS WILL BE STORED	NAME	(6)	
	STREET ADDRESS 1	(7)	
	STREET ADDRESS 2	(8)	
	CITY, STATE ZIP	(9)	
	TELEPHONE NUMBER	(10)	

NOTE:

N.J.A.C. 13:2-29.4 Licensee records; storage systems and availability of records -

(a) Upon written application to the Director, the Director may, in the sound exercise of his or her discretion, issue a permit for the off-premises storage of records listed in N.J.A.C. 13:2-23.32(a)(5), (b) and (c) that are in excess of three months old provided that such storage permits access to all required records so that they are "readily retrievable" and "accurate."

(b) Records are "readily retrievable" if when relating to a transaction from the date of request they are:

1. Not more than three months old and are produced for inspection immediately upon demand; or
2. In excess of three months old and produced for inspection within seven business days.

(c) Records are "accurate" if they correctly reflect all information required to be contained on the original record.

(d) Computer systems and programs may be used to store records required to be maintained by law or other regulation if such records are retrievable within the time limits as enumerated in this section.

(e) A licensee may apply to the Director for a permit for Off-Premises Storage of Business Records on a form prescribed by the Director. The permit term shall coincide with the license term A separate permit shall be obtained for each license held by the licensee. The cost of this permit shall be \$100.00 per license for each license term.

NOTE:

Records are not permitted to be maintained or stored solely at any location occupied by an Attorney-at-Law, or a NJABC licensed manufacturer or wholesaler of alcoholic beverages..

BUSINESS RECORDS THIS PERMIT ALLOWS TO BE KEPT OFF-PREMISES	ALCOHOLIC BEVERAGE INVOICES ⁽¹¹⁾ (SEE INSTRUCTIONS FOR LIMITATIONS)
	RECORDS OF MONEY OR ANY OTHER THING OF VALUE RECEIVED ⁽¹²⁾
	RECORDS WHICH SHOW THE PAYMENT OF EXPENSES ⁽¹³⁾
	PERMANENT RECORDS OF ALL MONEYS INVESTED INTO THE BUSINESS ⁽¹⁴⁾

NOTE:

FOR EACH LICENSED PREMISE, SEND THIS PAGE OF THE COMPLETED FORM AND A CHECK OR MONEY ORDER FOR \$100.00 MADE PAYABLE TO NJ DIVISION OF ABC TO THE ADDRESS AT THE TOP OF THIS FORM.

PRINT NAME		DATE	
SIGNATURE			
OFFICER POSITION		% OWNERSHIP	