

Online Renewal Instructions

Step 1. Login to TABC Online.

Enter Username: (Your email address) and Password:
Next, "Click" Log On

Need an account? See Registration Instructions.

Public Services Main Menu
Fields marked with an asterisk (*) are required.

Public Services
[Public License Search](#)
[Certificate Inquiry](#)

Licensee or Existing Applicant Services
* User ID:
* Password:
Log On
[Forgot your password?](#)

General Services
[Registration](#)

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Step 2. The Main Menu screen is displayed. Several functions are shown along with the License/Permit number(s) that are eligible to renew.

Step 3. Select the License/Permit number you wish to renew.

Main Menu
Welcome to the TABC's Online Renewal Application system. You will swear that your online application is correct and truthful under the law. Once submitted and all fees due are paid, an employee of the TABC accepts your application as a notary of the State of Texas.
Please follow the screen instructions to renew each license or permit. You will be directed to the [Texas.gov](#) Web site for payment by credit card or an automatic bank withdrawal. For further information, visit [Texas.gov](#) or contact them at 800-399-2969 or visit the [TABC Home Page](#).
You may complete each online application and return to this page to "Pay For Online Applications" to pay for all applications at one time.
Payment is required before your application will be considered as received for renewal. Please post a copy of your payment summary with your license/permit for proof that you have applied for renewal.
Prior to payment, you will be redirected to the Texas.gov website, a third party. Texas.gov will charge a fee for their services.
Press the appropriate hyperlink below for the function or license/permit you wish to renew.
An ⇒ before the license or permit indicates delegated authority to renew.

Functions

Licensee Permit with Pending Renewals - Click each to renew			
View User Profile	MB #785917	Exp. Date: 09/26/2013	LION CAVERN

Your License(s) and License Number(s)

Thank you for using our online system.

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Step 4. "Click" [Renew "License Type" Permit](#) link.

The screenshot shows the TABC:Online web application interface. At the top left is the TABC logo with the text "TEXAS ALCOHOLIC BEVERAGE COMMISSION" and "service • integrity • accountability". To the right is the "TABC:Online" header. Below the header is a navigation bar with "Main Menu" and "Logoff" links. A yellow banner displays "MB #785917" and "Logged in as LION, LOUIS". The "License Menu" section contains the text "Select the function you wish to perform. Press 'Back' to return to the main menu." To the right, a box shows "License Status: Current" and "Expires On: 09/26/2013 (mm/dd/yyyy)". The "Applications" section is highlighted in blue and contains a link "Renew 'MB' Permit" with a blue arrow pointing to it. A "Back" button is located at the bottom right of the Applications section. A maintenance notice states: "This system may be unavailable on Tuesdays between 6:00pm to 11:00pm (CST) for maintenance. We apologize for any inconvenience." At the bottom, there is a footer with various navigation links: Home, About Us, Publications, Forms, Employment, Contact Us, FAQ, Compact with Texans, Site Policies, Accessibility, Disclaimer, Texas Home Page, Texas Homeland Security, Viewing Files, and State Wide Search.

Step 5. The *Introduction Screen* is displayed. Read instructions then "Click" **NEXT**.

The screenshot shows the "Renew 'MB' Permit - Introduction" screen in the TABC:Online application. The header and navigation bar are identical to the previous screenshot. The yellow banner shows "MB #785917" and "Logged in as LION, LOUIS". The main content area contains the following text: "Renew 'MB' Permit - Introduction", "Please follow screen instructions to renew your license/permit.", "Before submitting your application, you will be asked to affirm, under penalty of law, that your online application contains no false statements or false representations. You will be affirming that all information on file with the Commission is current and accurate. If any information has changed, please renew your license/permit using a [paper renewal](#).", "Once you submit your application, you will be directed to [Texas.gov](#) for payment by credit card or automatic withdrawal from your bank account.", "PLEASE DO NOT CLOSE YOUR BROWSER OR CLICK THE BROWSER BACK BUTTON DURING THIS TRANSACTION.", "Payment is required before your license/permit will be renewed.", "Press 'Next' to continue.", "Press 'Cancel' to cancel this application and return to the main menu." At the bottom right, there are "Next" and "Cancel" buttons with a blue arrow pointing to the "Next" button. A maintenance notice is present: "This system may be unavailable on Tuesdays between 6:00pm to 11:00pm (CST) for maintenance. We apologize for any inconvenience." The footer navigation links are also present.

Step 6. The Qualification(s) screen is displayed. Answer the questions then “Click” **NEXT**.

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TABC:Online

Main Menu License Menu Logoff

N #978676 Logged in as Valdez, Jesse

Renew "N" or "NB" Permit - Qualification(s)
Answer the questions and press "Next".
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

Question	Answer
1. Is this application being made by you for the benefit of someone else?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Has the applicant, applicant's spouse, partner, officer, director, stockholders or members, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Texas Alcoholic Beverage Code?	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. Have there been changes since your original application that have not been reported on this or previous applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Do you agree to submit payment electronically within 48 hours? Failure to do so will result in automatic withdrawal of your electronic application.	<input type="radio"/> Yes <input checked="" type="radio"/> No

Previous Next Cancel

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NOTE: If you receive an Error, you will need to file a paper application. Contact TABC Licensing division at (512) 206-3360 for more information.

Error

- May not renew online based on your answers. Please file paper application before your license/permit expires. Click [APPLICATION](#) to download forms.

Step 7. The **Address Detail Summary** screen is displayed. You may make changes to the mail address by “Clicking” the *Mailing Address* link. If changes need to your location address you may not renew online. Contact TABC at 512-206-3360. Verify information then “Click” **NEXT**.

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Main Menu License Menu Logoff

N #978676 Logged in as Valdez, Jesse

Renew "N" or "NB" Permit - Address Detail Summary
Review your organizational details.
Press "Previous" to return to the previous screen.
Press "Next" when finished changing address.
Press "Cancel" to cancel this application and return to the main menu.

General Addresses

[Mailing Address](#)

Address: 0625 FERGUSON RD
PLEASANT , TX
75555

E-mail: jchambers@suddenlinkmail.com

License Specific Address

[License Location](#)

Name: TITUS CLUB
Address: 0625 FERGUSON RD
PLEASANT , TX
75555

Phone Number: 455 752-1981

Previous Next Cancel

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Step 8. The following screens may vary depending on License/Permit type. Follow the instructions on the screen and “Click” **NEXT**. These screens are:

1. The **Sales Data** information screen.

The screenshot shows the 'Renew "NE" Permit - Sales Data - Information' screen. It includes the TABC logo and 'TABC:Online' header. The page title is 'Renew "NE" Permit - Sales Data - Information'. Below the title, there are instructions: 'Provide sales data for the last year of operation at the licensed premises: Below are the figures last reported to the TABC. Update all fields. Enter whole numbers only. Failure to provide current information may result in the refusal of your application.' There are also navigation instructions: 'Press "Previous" to return to the previous section. Enter appropriate details and press "Next" to continue. Press "Cancel" to cancel this application and return to the main menu.' A table contains the following data: Alcoholic Beverage Sales \$: 20,672; Food Sales \$: 1,950; Other Sales \$: 4,680; Total Gross Sales \$: 37,302; Sales Year (YYYY): 2013. At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons.

2. The **Bond** information screen.

The screenshot shows the 'Renew "MB" Permit - Surety Bond Requirement - Information' screen. It includes the TABC logo and 'TABC:Online' header. The page title is 'Renew "MB" Permit - Surety Bond Requirement - Information'. Below the title, there are instructions: 'Review Surety Bond information: Exempt - No action needed. Proceed on to next screen. Bond on File - No action needed. Proceed on to next screen. Blank Surety Bond Requirement field - No action needed. Proceed on to next screen. Need Bond or FB - Download and submit either the Bond or FB (L-LRC) form to your local TABC office.' There are also navigation instructions: 'Press "Previous" to return to the previous section. Enter appropriate details and press "Next" to continue. Press "Cancel" to cancel this application and return to the main menu.' A 'Bond Information:' field is present. At the bottom, there is a maintenance notice: 'This system may be unavailable on Tuesdays between 5:00pm to 11:00pm (CST) for maintenance. We apologize for any inconvenience.' At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons.

3. Record Specific Data (RSD) **Supplemental Data** information screen. Questions will vary depending on License/Permit type.

The screenshot shows the 'Renew "S" Permit - Supp Qts Non Resident Seller's Permit - Information' screen. It includes the TABC logo and 'TABC:Online' header. The page title is 'Renew "S" Permit - Supp Qts Non Resident Seller's Permit - Information'. Below the title, there are instructions: 'Press "Previous" to return to the previous section. Enter appropriate details and press "Next" to continue. Press "Cancel" to cancel this application and return to the main menu.' A list of questions follows: 1. Do you the applicant, contract with another brewery or utilize an alternating proprietorship agreement to produce your product? (If "NO" go to question 5) [Dropdown menu]; 2. What type of agreement do you have to produce your product? [Dropdown menu]; 3. Please provide the TABC license/permit number of that brewery. (Ex: S123456) [Text field]; 4. Is your product brewed at their location? [Dropdown menu]; 5. Do you the applicant, own a fee interest (Ownership) in a brewing facility? If "NO", a Fee Interest Bond must be on file and approved to issue your License/Permit. [Dropdown menu]; 6. Is Fee Interest Bond on file with TABC? You may attach a Copy in attachments page. [Dropdown menu]; 7. Do you the applicant, hold a Brewer's Notice issued by the Alcohol and Tobacco Tax and Trade Bureau of the United States Department of Treasury? (If "YES", answer question 8) [Dropdown menu]; 8. Please provide the TTB Ebrewers Notice Number. Attach a Copy in attachments page. [Text field]. At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons. At the bottom, there is a maintenance notice: 'This system may be unavailable on Tuesdays between 6:00pm to 11:00pm (CST) for maintenance. We apologize for any inconvenience.'

Step 9. The **Attachment** screen is displayed. You may attach PDF documents that are required for your renewal. Depending on License/Permit type the required documents may vary. The instructions on this screen will guide you on possible or required attachments needed for your renewal. Contact TABC at 512-206-3360 if you have any questions.

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Main Menu License Menu Logoff

NE # [REDACTED] Logged in as Valdez, J

Renew "NE" Permit - Attachments

Renewal Application will **not** be considered submitted unless required documents are attached or already on file with TABC.

- Possible Attachments are: (Bond/Publisher's Affidavit).
- Attachments must be submitted in PDF format.
- You can submit multiple attachments but the total of all files must be less than 10mb.

Permit/License will not be renewed until all criteria are met.

Locate a file with the **"Browse"** button and press **"Attach"** or **"Remove"** as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

* File Name: Browse...

Notes:

Attach Previous Next Cancel

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Step 10. The **Application Summary** Screen. Review the information for accuracy then "Click" **SUBMIT**.

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Main Menu License Menu Logoff

MB # [REDACTED] Logged in as Valdez, J

Renew "MB" Permit - Application Summary

Review the data and press "Submit" to submit this application.
 Press "Previous" to the return to the previous screen.
 Press "Cancel" to cancel this application and return to the main menu.

Renew "MB" Permit Summary

License Type:	MB
Application Date:	10/05/2015 (mm/dd/yyyy)
Application Number:	4102654
File Number:	91512

General Addresses

Mailing Address	Address:	6041 NORTH AVE AUSTIN, TX 78715
	Phone Number:	5124675723
	E-mail:	tuckdavis@grande.net

License Specific Address

Review Location Details	Name:	TRAVIS NORTHWEST
	Address:	100 N CHATHAM HWY AUSTIN, TX TRAVIS 78715837
	Phone Number:	5124675723

Supplemental Questions Brewers

1. Do you, the applicant, intend to sell your alcoholic product to wholesalers/distributors? **YES**

Sales Data

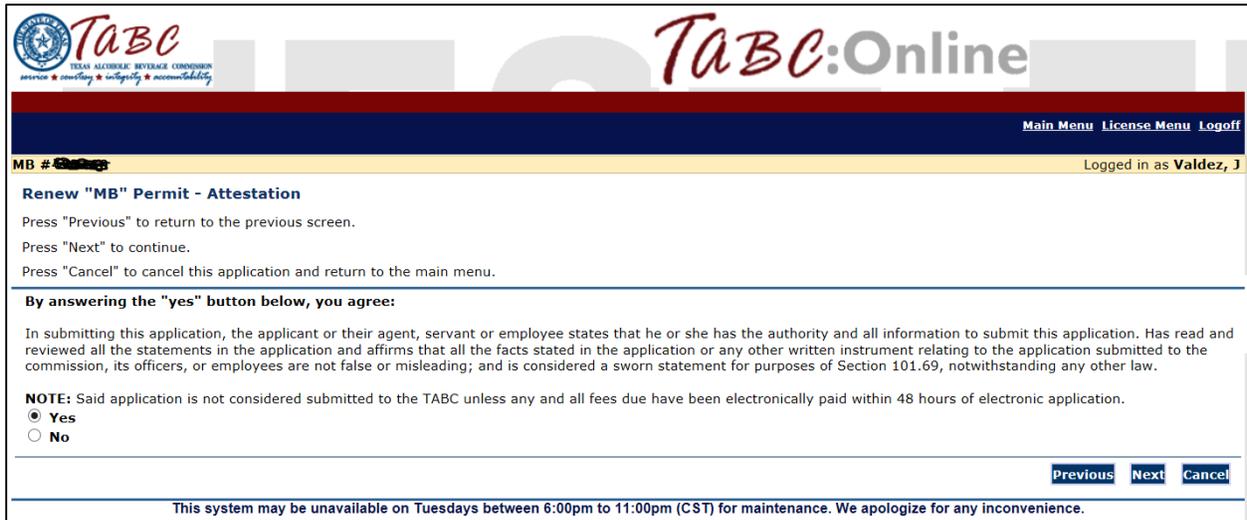
Alcoholic Beverage Sales \$:	1,592,890
Food Sales \$:	4
Other Sales \$:	5
Total Gross Sales \$:	4,904,710
Sales Year (YYYY):	2015

Surety Bond Requirement

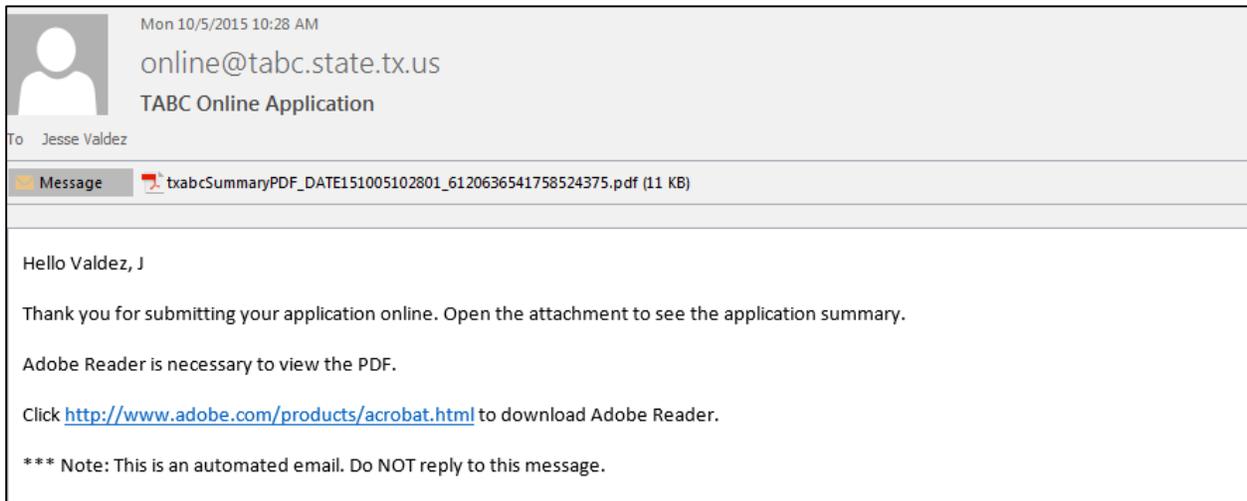
Bond Information:

Previous Submit Cancel

Step 11. The **Attestation** screen is displayed. Read the statement and answer the question. If you answer 'No', you will receive a message and cannot renew online. Contact TABC Licensing Division at 512-206-3360. If you answer 'Yes', "Click" **NEXT**.



A copy of the Application Summary will be sent as an attachment to the email address your provided



Application Summary Example:



Application Summary	
10/29/13 3:59 PM Page 1 of 1	
License/Permit:	DS 619760
Application:	RENEW "DS" PERMIT
Application Date:	10/29/2013 (MM/DD/YYYY)
Organization Detail	
Organization Name:	OUT OF STATE WINES
Addresses	
Mailing Address	
Name:	OUT OF STATE WINES
Address:	PO BOX 0052 NAPA, CA 945583131
Phone Number:	701-254-8285
Extension:	FAX
E-mail Address:	INFO@OUTOFSTATEWINES.COM
License Location	
Name:	OUT OF STATE WINES
Address:	1041 JEFF STREET #10 NAPA, CA 94559
Phone Number:	701 257-8512
License and Permit Fees	
DS Permit Fee	\$150.00
DS Surcharge	\$376.00
TABC Amount Due	\$526.00

Step 12. The **Fee and Summary Report** screen is displayed.

12a – “Click” **PAY NOW** if this is the only License/Permit to renew.

12b – “Click” **PAY LATER** if you have another License/Permit to renew. Clicking **PAY LATER** will return you to the Main Menu then follow Steps 1-12 to renew another License/Permit.

12c – “Click” **VIEW PDF SUMMARY REPORT** to view the Application Summary, this is the same summary you received via email.

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Main Menu License Menu Logoff

MB # [REDACTED] Logged in as Valdez, J

Fee and Summary Report

Your application data has been updated and reviewed by you. Click "View PDF Summary Report" and print this report for your records.
You are required to pay the amount below for your application to be submitted and processed.
 Press "Pay Now" to proceed to the fee payment page.
 Press "Pay Later" to return to the main menu. Select "Pay for Online Applications" from the main menu when you are ready to pay.

Application Fees

TABC Amount Due: \$3,220.00

Pay Now Pay Later View PDF Summary Report

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Step 13. The **Online Application Payment** screen is displayed.

- Select payment method (Credit Card or ACH) “Click” **NEXT**
- You can view fee details for each License/Permit you are renewing by “Clicking” **SHOW FEE DETAILS**.

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Main Menu License Menu Logoff

MB # 763560 Logged in as Valdez, J

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue.
 Press "Show Fee Details" to show a breakdown of the fee amounts.
 Press "Main Menu" to return to the main menu.

Application Number	Description	License Number	License Type	Applicant Name	Fee
4073222	Renew "MB" Permit	763560	Mixed Beverage Permit	TECO SALOON	\$3220.00 <input checked="" type="checkbox"/>
4109465	Renew "NE" Permit	173572	Private Club Exemption Certificate Permit	CLUB KEY INC.	\$3117.00 <input checked="" type="checkbox"/>

Payment Method

Credit Card
 ACH (Direct debit payment from your financial institution)

Next Show Fee Details Main Menu

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Alcoholic Beverage Sales \$:	1,592,890
Food Sales \$:	4
Other Sales \$:	5
Total Gross Sales \$:	4,904,710
Sales Year (YYYY):	2015

Surety Bond Requirement

Bond Information:

Previous Submit Cancel

Step 14. The **Confirm Payment Details** screen displays. “Click” **NEXT**. You will be redirected to Texas.gov website, a third party, for payment information.

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Main Menu License Menu Logoff

MB # 763560 Logged in as Valdez, J

Confirm Payment Details

Upon clicking "Next", you will be redirected to the Texas.gov website, a third party. Texas.gov will charge a fee for their services.

The **Texas.gov Price** below includes online services provided by Texas.gov, the official website of Texas. The price of their service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State. If you choose to not pay for your renewal at that time, be advised your application is **NOT** considered received by the commission and an application with fee will need to be filed.

Select payment method and press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
4073222	Renew "MB" Permit	763560	Mixed Beverage Permit	TECO SALOON	\$3220.00
4109465	Renew "NE" Permit	173572	Private Club Exemption Certificate Permit	CLUB KEY INC.	\$3117.00
Texas.gov Price:					\$6511.52

Payment Method: **Credit Card**

[Next](#) [Cancel](#)

This system may be unavailable on Tuesdays between 6:00am to 11:00am (CST) for maintenance. We apologize for any inconvenience.

Step 15. The **Customer Info** screen displays. Enter all necessary information and “Click” **NEXT**.

niic The people behind Government

Contact

1 Payment Type 2 Customer Info 3 Payment info 4 Submit Payment

Transaction Summary

TABC ONLINE PAYMENT	\$6,511.52
Texas.gov Price	\$6511.52

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1	TABC ONLINE PAYMENT	\$6,511.52	1	\$6,511.52
Total				\$6,511.52

Payment

Payment Type Credit Card

Customer Information

Country Complete all required fields [*]

First Name *

Last Name *

Address *

Address 2

City *

State *

ZIP/Postal Code *

Phone *

Email

[Next >](#)

Payment Info

[Cancel](#)

Step 16. The **Payment Info** screen displays. Enter Credit Card information or ACH information and “Click” **NEXT**.


Contact

1 Payment Type
2 Customer Info
3 Payment Info
4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1	TABC ONLINE PAYMENT	\$6,511.52	1	\$6,511.52
Total				\$6,511.52

Payment

Payment Type ✓

Credit Card

Customer Information ✓

Address
Jesse Valdez
123 Main Street
Austin, TX 78744

Phone
512-555-5555

[Edit](#)

Country
United States

Email Address
jevalde@tabc.texas.gov

Payment Info

Complete all required fields [-]

Credit Card Number *

Credit Card Number is missing.

Credit Card Type *






Expiration Month *

Select a Month ▼

Expiration Year *

Select a Year ▼

Security Code *

Name on Credit Card *

Next >

Transaction Summary

TABC ONLINE PAYMENT	\$6,511.52
Texas.gov Price	\$6511.52

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Step 17. The **Submit Payment** screen displays. Enter verification characters and “Click” **SUBMIT PAYMENT**.


Contact

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1	TABC ONLINE PAYMENT	\$8,511.52	1	\$8,511.52
Total				\$8,511.52

Payment

Payment Type ✓

Credit Card

Customer Information ✓

[Edit](#)

Address Jesse Valdez 123 Main Street Austin, TX 78744	Phone 512-555-5555
Country United States	Email Address jevalde@tabc.texas.gov

Payment Info ✓

[Edit](#)

Credit Card Mastercard ****8781 Exp. 02/2019	Name on Credit Card Jesse Valdez
---	--

Verification



Enter the characters from the above image:

Cancel
Submit Payment

Transaction Summary

TABC ONLINE PAYMENT	\$8,511.52
Texas.gov Price	\$6511.52

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

Step 18. The **Online Application Payment Success** screen displays. The total amount paid is shown.

TABC:Online

Main Menu License Menu Logoff

MB # 763560 Logged in as Valdez, J

Online Application Payment Success

Press "Main Menu" to return to the main menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid: **\$6511.52**
 Authorization Number: **TEST123**
 Trace Number: **458111844UAT**

Application Number	Description	Applicant Name	Fee
MB-4073222	Renew "MB" Permit	TECO SALOON	\$3220.00
NE-4109465	Renew "NE" Permit	CLUB KEY INC.	\$3117.00
Texas.gov Price:			\$6511.52

Next View PDF Summary Report

The Payment Summary will be sent as an attachment to the email address you provided.

Mon 10/5/2015 12:33 PM

no-reply@tabc.texas.gov

Online Payment Summary - Ref Id: I7093621

To: Jesse Valdez

Message: onlinePaymentSummary_DATE151005123240_5624582577599508650.pdf (1.0 KB)

Hello Valdez, J

Thank you for your online payment. Open the attachment to see the online payment summary.
Adobe Reader is necessary to view the PDF.
Click <http://www.adobe.com/uk/products/acrobat/readstep2.html> to download Adobe Reader.

*** Note: This is an automated email. Do NOT reply to this message.

The Licensee/Permittee will need to retain the Online Payment Summary for their records.

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Online Payment Summary

Amount Paid: 6511.52
 Authorization Number: TEST123
 Batch Trace Number 458111844UAT

Misc Charge / Application Number	Description	Board / Applicant Name	Fee
MB-4073222	Renew "MB" Permit	TECO SALOON	3220.00
NE-4109465	Renew "NE" Permit	KEY CLUB INC.	3117.00