# **Business Packet for Reporting Changes**

The Business Packet for Reporting Changes (L-BRC) must be completed if there has been any change within your current business structure or if you are applying for a change of class. In addition to Form L-BRC, this packet includes the following forms:

- L-C (Corporation, Trust, City, County or University)
- L-LLC (Limited Liability Company)
- L-P (Partnership)
- L-PHS (Personal History Sheet) For any new officer, director, manager or majority stockholder/member/partner to your entity. Note: This form (L-PHS) is not required for holders of an S, U, BS or DS.

Submit the completed packet to your local TABC office. To find your local office access our website at www.tabc.texas.gov/contact\_us/local\_field\_office.asp

If you are a holder of an **S**, **U**, **BS** or **DS**, submit your application directly to TABC, PO Box 13127 Austin TX 78711-3127.

For questions and/or assistance email licensing@tabc.texas.gov or call 512-206-3360.

#### Type of Change:

- Officer, Manager, Director, Stockholder, Member or Trustee/Beneficiary: Depending on your business type, complete any/all of the following: L-BRC, L-C, L-LLC and/or L-P. A complete business structure must be disclosed on these forms. Personal history sheets (L-PHS) must be completed for any new officer, director, manager or majority stockholder/member/partner being added to your entity.
- Change of Business Entity: Complete the entire Business Packet for Reporting Changes (L-BRC, L-C, L-LLC and/or L-P) for each location affected by the change. TABC must be notified 10 days prior to the change. A Personal History Sheet(s) (L-PHS) is required for each new individual being added to your entity. A \$100.00 fee is required for each location affected by the change. Review Section 11.12, of the Texas Alcoholic Beverage Code, for qualification and additional requirements. Current License/Permit must be submitted with your application.
- Merger: Complete entire Business Packet for Reporting Changes (L-BRC, L-C, L-LLC and/or L-P).
   The merger must be reported within 10 days of the occurrence. A \$100.00 fee is required for each location affected by the change, and an affidavit including all trade names and locations with license/permit numbers affected must be included. Complete Personal History Sheets (L-PHS) for each new individual being added to your entity. Current License/Permit must be submitted with your application.
- <u>Conversion:</u> Complete the entire Business Packet for Reporting Changes (L-BRC, L-C, L-LLC and/or L-P), attach the certificate of conversion, and an affidavit including all trade names and locations with license/permit numbers. Complete Personal History Sheets (L-PHS) for each new individual being added to your entity. Current License/Permit must be submitted with your application.
- Change of Class: Complete form (L-BRC) pages 1 and 2 (that apply to your change) and submit any fees required. Current License/Permit must be submitted with your application.
- Consolidation (Package Store Only): Complete the entire Business Packet for Reporting Changes (L-BRC, L-C, LLC, and/or L-P) and attach the letter of intent to consolidate (consanguinity letter). A Personal History Sheet (L-PHS) must be completed for each new individual being added to your entity.



# BUSINESS PACKET for REPORTING CHANGES

L-BRC (11/2020)

You must complete the entire Business Packet for Reporting Changes as outlined on the instruction sheet (L-BRCI). Select appropriate entity pages. Personal history sheets (L-PHS) must be completed for any new officer, director, manager or majority stockholder/member/partner. All statutory references mentioned in this application refer to and can be found in the Texas Alcoholic Beverage Code located on our website. www.tabc.texas.gov/laws/code\_and\_rules.asp INDICATE ALL CHANGE(S) YOU ARE REPORTING WITH THIS APPLICATION 1. Current License/Permit No. 2. Contact Phone Number 3. Email Address 4. Type of Change Officer, Manager, Director, Stockholder, Member Merger Partner (limited or general) Conversion ☐ Trustee/Beneficiary Consolidation (Package Store Only) ☐ Change of Business Entity Other **5.** Effective Date of above change (MM/DD/YYYY) 6. Are you applying for a change of class? ☐ Yes ☐ No If "YES," indicate type of change: FROM Wine and Beer Retailer's Permit (BG) TO Wine and Beer Retailer's Off-Premise Permit (BQ) FROM Beer Retailer's On-Premise License (BE) TO Beer Retailer's Off-Premise License (BF) OWNER INFORMATION 7. Owner of Business on Current License/Permit 8. Federal Employer Identification No. (FEIN) OWNER INFORMATION (ONLY FOR CHANGE OF BUSINESS ENTITY, MERGER, AND CONVERSION) Type of Owner ☐ Individual ☐ Partnership City/County/University Other Corporation Joint Venture ☐ Limited Partnership ☐ Limited Liability Company ☐ Limited Liability Partnership ☐ Trust **BUSINESS INFORMATION** 10A. If any person listed in this Business Packet, or his or her spouse, has been finally convicted or received deferred adjudication for any of the offenses below, indicate by checking all that apply: any felony offense prostitution bookmaking gambling or gaming bootlegging vagrancy offense involving moral turpitude any offense involving dangerous drugs, synthetic cannabinoids or controlled substances as defined in Texas Controlled Substances Act any offense involving firearms or a deadly weapon more than three violations of the Texas Alcoholic Beverage Code relating to minors violations of the Texas Alcoholic Beverage Code resulting in a criminal fine of \$500 violations of an individual's civil rights or discrimination against an individual on the basis of race, color, creed or national origin 10B. Has it been five years since the termination of a sentence, parole or probation served for any offenses ☐Yes ☐ No ☐N/A indicated above? If it has not been five years since the termination of a sentence, parole or probation served, attach an explanation. 11. Has any person listed in this Business Packet, or his or her spouse, had a cancellation of a license or permit ☐ Yes ☐ No in the past five years? If "YES," attach an explanation.

prohibited relationships (including unfair industry at different levels, that is, between	r competition and unlawful trade practices) be een a manufacturer and a wholesaler or retaile anufacturer" are ordinarily used and underst	etween those engaged in the alcoholic beverage er, or between a wholesaler and a retailer, as the bood, regardless of the specific names given a			
2. Is any person, involved in this application, in violation of the above requirements?					
COMPTI	ROLLER OF PUBLIC ACCOUNTS				
	(FOR CHANGE OF ENTITY ON	ILY)			
This is to certify on this for and satisfies all legal requirem and Use Tax Act or the applicant	day of, 20 ents for the issuance of a Sales Tax Pe as of this date is not required to hold a	, the applicant holds or has applied ermit under the Limited Sales, Excise Sales Tax Permit.			
Sales Tax Permit Number	Outlet Nun	nber			
Print Name of Comptroller Em	oloyee				
Print Title of Comptroller Empl	oyee				
SIGN HERE	FIELD OFFICE				
SEAL					
WARNING AND	If Applicant Is/Must Sign				
WARNING AND	Individual/Individual Owner	Corporation/Officer			
SIGNATURE	Partnership/Partner Limited Partnership/General Partner	Limited Liability Company/Officer or Manager			
EACH LICENSEE OR PERMITTEE SHALL HAVE EXCLUSIVE OCCUPANCY AND CONTROL OF THE ENTIRE LICENSED LOCATION WITH RESPECT TO SALE OF ALCOHOLIC BEVERAGES. ANY ARRANGEMENT THAT SURRENDERS SUCH CONTROL OF THE EMPLOYEES, PREMISES OR BUSINESS, INCLUDING PROFITS AND LOSSES, TO PERSONS OTHER THAN THE LICENSEE OR PERMITTEE IS UNLAWFUL.					
<b>WARNING:</b> Section 101.69 of the Texas Alcoholic Beverage Code states: "a person who knowingly makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."					
BY SIGNING YOU ARE SWEARING TO ALL INFORMATION AND ATTACHMENTS TO THIS PACKET.					
PRINT NAME	SIGN HERE				
	TITLE				
Before me, the undersigned authority, on this day of, 20, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.					
SIGN HERE					
NOTARY PU	BLIC				
SEAL					

#### CORPORATION



L-C (11/2020)

This Corporation form should be completed for original applications or for changes of officers, directors, stockholders, trustees, and beneficiaries holding ownership in this business. This form is included in the Business Packet (L-B) for new applicants. License/Permit holders reporting changes use Business Packet for Reporting Changes (L-BRC).

For more information contact your local TABC office or visit us at: www.tabc.texas.gov ENTITY INFORMATION 1. Federal Employer Identification Number (FEIN) 2. Business Entity Name 3. Filing Number 4. Date Filed (mm/dd/yyyy) State Class and Number of Shares Issued **CORPORATE OWNERSHIP INFORMATION** Officer -Director Stockholder Trustee Beneficiary (Mark All That Apply) First Name Last Name Title ☐ Out of Country Date of Birth (mm/dd/yyyy) Specify Class & No. of Shares SSN Officer Director Stockholder Trustee Beneficiary (Mark All That Apply) Last Name First Name MI Title SSN Out of Country Date of Birth (mm/dd/yyyy) Specify Class & No. of Shares Stockholder Officer Director Trustee Beneficiary (Mark All That Apply) First Name Last Name MI Title SSN Out of Country Date of Birth (mm/dd/yyyy) Specify Class & No. of Shares Officer Director Stockholder Trustee (Mark All That Apply) Beneficiary Last Name First Name MI Title SSN Out of Country Date of Birth (mm/dd/yyyy) Specify Class & No. of Shares

CORPORATE OWNERSHIP INFORMATION CONTINUED					
☐ Officer ☐ Director ☐ Stockholder ☐	Trustee  Beneficiary	(Mark All That Apply)			
Last Name	First Name	MI Title			
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Specify Class & No. of Shares			
☐ Officer ☐ Director ☐ Stockholder ☐	Trustee  Beneficiary	(Mark All That Apply)			
Last Name	First Name	MI Title			
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Specify Class & No. of Shares			
☐ Officer ☐ Director ☐ Stockholder ☐	Trustee  Beneficiary	(Mark All That Apply)			
Last Name	First Name	MI Title			
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Specify Class & No. of Shares			
☐ Officer ☐ Director ☐ Stockholder ☐	Trustee  Beneficiary	(Mark All That Apply)			
Last Name	First Name	MI Title			
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Specify Class & No. of Shares			
☐ Officer ☐ Director ☐ Stockholder ☐	Trustee  Beneficiary	(Mark All That Apply)			
Last Name	First Name	MI Title			
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Specify Class & No. of Shares			
Officer Director Stockholder		(Mark All That Apply)			
Last Name	First Name	MI Title			
SSN Out of Country	Date of Birth (mm/dd/yyyy)	Specify Class & No. of Shares			
Officer Director Stockholder	Trustee Beneficiary	(Mark All That Apply)			
Last Name	First Name	MI Title			
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Specify Class & No. of Shares			
☐ Officer ☐ Director ☐ Stockholder ☐	Trustee  Beneficiary	(Mark All That Apply)			
Last Name	First Name	MI Title			
SSN Out of Country	Date of Birth (mm/dd/yyyy)	Specify Class & No. of Shares			
IF YOU NEED MORE SPACE	: USE ADDITIONAL C	OPIES OF THIS PAGE			

#### LIMITED LIABILITY COMPANY



L-LLC (11/2020)

This Limited Liability Company form should be completed for original applications or for changes of officers, managers, and members holding ownership in this business. This form is included in the Business Packet (L-B) for new applicants. License/Permit holders reporting changes use the Business Packet for Reporting Changes (L-BRC). For individuals outside the United States, not holding a social security number check the "Out of Country" box.

For more information contact your local TABC office or visit us at: www.tabc.texas.gov						
ENTITY INFORMATION						
1. Federal Employer Identification Number (F	1. Federal Employer Identification Number (FEIN)					
2. Business Entity Name						
3. Filing Number	4. Member Managed	or Manager Managed				
	☐ Member Managed	☐ Manager Managed				
5. Date Filed (mm/dd/yyyy) State						
LIMITED LIABILITY C	OMPANY OWNERSHIP I	NFORMATION				
<u> </u>	rk All That Apply)					
Last Name	First Name	MI Title				
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership or Units Held				
☐ Officer ☐ Manager ☐ Member (Ma	rk All That Apply)					
Last Name	First Name	MI Title				
SSN Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership or Units Held				
☐ Officer ☐ Manager ☐ Member (Mark All That Apply)						
Last Name	First Name	MI Title				
SSN Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership or Units Held				
☐ Officer ☐ Manager ☐ Member (Mark All That Apply)						
Last Name	First Name	MI Title				
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership or Units Held				

LIMITED LIABILITY COMPANY OWNERSHIP INFORMATION CONTINUED					
☐ Officer ☐ Manager ☐ Member (Ma	rk All That Apply)				
Last Name	First Name	MI T	itle		
SSN Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership	or Units Held		
☐ Officer ☐ Manager ☐ Member (Ma	rk All That Apply)				
Last Name	First Name	MI T	itle		
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership	or Units Held		
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☐ Officer ☐ Manager ☐ Member (Ma	rk All That Apply)				
Last Name	First Name	MI T	itle		
SSN Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership	or Units Held		
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Officer Manager Member (Ma	rk All That Apply)				
Last Name	First Name	MI T	itle		
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership	or Units Held		
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Officer Manager Member (Ma	rk All That Apply)				
Last Name	First Name	MI T	itle		
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership	o or Units Held		
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☐ Officer ☐ Manager ☐ Member (Ma	rk All That Apply)	,			
Last Name	First Name	MI T	itle		
SSN Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership	o or Units Held		
Officer Manager Member (Ma	rk All That Apply)				
Last Name	First Name	MI T	itle		
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership	or Units Held		
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Officer Manager Member (Mark All That Apply)					
Last Name	First Name	MI T	itle		
SSN   Out of Country	Date of Birth (mm/dd/yyyy)	Percentage Membership	or Units Held		
Got of Southly	Date of Diffi (IIIII/dd/yyyy)	1 Groomage Membership	, or office riciu		
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#### **PARTNERSHIP**



L-P (11/2020)

This Partnership form should be completed for original applications or for changes of partnerships, limited partnerships, limited liability partnerships, and joint ventures holding ownership in this business. This form is included in the Business Packet (L-B) for new applicants. License/Permit holders reporting changes use Business Packet for Reporting Changes (L-BRC).

holders reporting changes use Business Packet for Reporting Changes (L-BRC). For more information contact your local TABC office or visit us at: www.tabc.texas.gov ENTITY INFORMATION 1. Federal Employer Identification Number (FEIN). 2. Business Entity Name 3. Filing Number 4. Date Filed (mm/dd/yyyy) State PARTNERSHIP INFORMATION ☐ General Partner ☐ Limited Partner Last Name First Name ΜI Title SSN Out of Country Date of Birth (mm/dd/yyyy) Percent of Interest ☐ General Partner ☐ Limited Partner Last Name First Name MI Title SSN Out of Country Date of Birth (mm/dd/yyyy) Percent of Interest ☐ General Partner ☐ Limited Partner Last Name First Name ΜI Title SSN Out of Country Date of Birth (mm/dd/yyyy) Percent of Interest ☐ General Partner ☐ Limited Partner Last Name First Name Title ΜI Percent of Interest SSN Out of Country Date of Birth (mm/dd/yyyy)

PARTNERSHIP INFORMATION CONTINUED					
☐ General Partner ☐ Limited Partner					
Last Name	First Name		Title		
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percent of Interest			
☐ General Partner ☐ Limited Partner					
Last Name	First Name	MI	Title		
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percent of Interest			
General Partner Limited Partner	T =		T =		
Last Name	First Name	MI	Title		
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percent of Interest			
General Partner Limited Partner	<del>                                    </del>		1 <del></del>		
Last Name	First Name	MI	Title		
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percent of Interest			
General Partner Limited Partner	First Name	D.A.I	Tid.		
Last Name	First Name	MI	Title		
SSN  Out of Country	Date of Birth (mm/dd/yyyy) Percent of Interest				
General Partner Limited Partner  Last Name	First Name	MI	Title		
Last Name	First Name	IVII	Title		
SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percent of Interest			
General Partner Limited Partner					
Last Name	First Name	MI	Title		
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SSN  Out of Country	Date of Birth (mm/dd/yyyy)	Percent of Interest			
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General Partner Limited Partner					
Last Name	First Name	MI	Title		
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IF YOU NEED MORE SPACE	USE ADDITIONAL O	OPIES OF THI	S PAGE		



## **PERSONAL HISTORY SHEET**

L- PHS (11/2020)

Every officer and majority owner must complete a Personal History Statement. Answer all questions. Any false statement will disqualify you and subject you to prosecution under section 101.69 of the Texas Alcoholic Beverage Code and other criminal statutes.

statutes.					
OWNER/APPLICANT					
Trade Name (Name of restaurant, bar, etc.)					
2. Location Address:					
3. Marital Status: ☐ Single	☐ Marr	ied Divorce	d Widowed		
4. Full Legal Name (Last, First, Mid	dle)				
Social Security Number		Issuing State/ Drive	r's License Number	Date of Birth (mm/dd/yy	yyy)
Place of Birth (City, State, Country)	1				
Email Address					
		SF	POUSE		
5. Full Legal Name (Last, First, Mid-	dle)				
Social Security Number		Issuing State/ Drive	er License Number	Date of Birth (mm/c	dd/yyyy)
Place of Birth (City, State, Country)					
		OTHER	RESIDENT		
6. Do you live with anyone over the	age of 18,	other than your spou	use?		☐ YES ☐ NO
If "YES" please provide their in		oelow: (If additional space	e is needed, please attach a pa	ge with information.)	
Full legal name (Last, First, Middle)					
Social Security Number Issui	ing State/ [	Oriver License No.	Date of Birth (mm/dd/yy	yyy) Relationship	
		RESIDENTIA	AL ADDRESSES		
7. List residential addresses for the past five (5) years starting with current address.  If you have not lived in Texas for the previous 12 months, you are required to provide TABC with an official copy of your criminal background check from the FBI or state police of any state where you lived in the previous five years.  (If additional space is needed, please attach a list with the following information.)					
Number and Street		City,	State, ZIP	From (mm/yyyy)	To (mm/yyyy)
					PRESENT
8. Business Phone No.	R	esidential Phone No.		Mobile Phone No.	
RESIDENT STATUS					
9A. Are you a U.S. citizen?					
B. If "YES" answer the following:  Native Born Naturalized. If "Naturalized," Provide the "A" Number					
C. If "NO" What is your legal status in the United States? Explain below, or attach a page with information.					
D. Provide all documents such as Visa, Resident Alien, Employment Authorization Documents, etc.					
APPLICANT   YES   NO SPOUSE (BE/BG ONLY)   YES   NO OTHER   YES   NO					
APPLICANT   YES   NO	Superviso	or's Signature			Destroy Date

## **EMPLOYMENT HISTORY**

company or company fro	om wł	five (5) years beginning with your current en nich you retired, type of business owned or time must be accounted for during the pas	the position held prior to	retirement. Include pe	eriods of
Name of		Address (Street, City, State, ZIP)	Position	From (mm/yyyy)	To
Employer/Company			Held/Business Type		(mm/yyyy) PRESENT
					PRESENT
		INDIVIDUAL FINIANCIAL	INFORMATION		
11 List the total amount of	of wor	INDIVIDUAL FINANCIAL ur personal investment in this location.		otaila inaludina nata	a loope gifte
cash, services or equ Enter total dollar amo (If additional space is	ipmei unt o need	nt, and operating capital. Account for the line of the amount invested colur led, attach a separate sheet.)  the form of a loan or gift, attach name	the original source of al nn.	ll investments (how	acquired).
security and loan/gift	docui	ments. If from an individual, attach per driver license numbers, date of birth, ra	rsonal information for a		
Amount Invested		<u> </u>	estment (loans, previou	s employment, etc).	
\$					
\$					
\$					
\$					
\$					
\$					
\$		TOTAL AMOUNT OF PERSONAL IN	IVESTMENT \$		
		SIGN AND NOTARIZE	APPLICATION		
statement or false repres commission and required t less than 2 nor more than	sentati to be s 10 yea		or in a statement, report, mprisonment in the Texas	or other instrument to Department of Crimi	o be filed with the nal Justice for not
	-	y swear that I have read all the informa	•	=	
	nal cha	I also understand any false statement o arges filed against me. I also authorize th d.			
PRINT NAME:					
AUTHORIZED SIGNATURE:					
BEFORE ME, the u	nders	signed authority, on thisda	ay of	, 20 the	e person whose
name is signed to the foregoing document personally appeared and duly sworn by me, each states under oath that he or she					
has read the said docum	ent a	nd that all facts therein set forth are tru	ue and correct.		
		SIGN HERE:			
(SEAL)		HEILE.	Notary Public		