

Instructions for Completing the COVID-19 Renewal Fee Waiver Self-Certification for Winegrowers

COVID-19 Renewal Relief is available to licensees that self-certify that their ABC licensed business meets all of the criteria described in Business & Professions Code § 23320.4 as listed on Form ABC-SCF (i.e. waiver).

1. **When to submit the waiver.** To receive the fee relief, licensees holding a type 02 license must complete and submit the ABC-SCF form no later than July 30, 2021. Waivers received after July 30, 2021 will not be accepted. Please do not submit the waiver until after you receive your renewal notice.
2. **How to submit the waiver.** Licensees must **only submit one waiver** either online **or** by postal mail for each license number. Submitting multiple waivers for the same license number or submitting the same waiver both online and by postal mail will delay the processing of the waivers.
 - **Online.** To submit the waiver online, visit <https://www.abc.ca.gov/waiver>. Use the online Verify Eligibility tool to identify which license type(s) are eligible for the renewal fee waiver. If *all renewal fees are waived* you will be able to submit your fee waiver online.
 - **Postal Mail.** Licensees with a *remaining balance due* must send their waiver with their payment and renewal notice to the mailing address listed on the bottom of the waiver. If completing this form in writing, please use only black or blue ink. A digital signature will be accepted.
3. **Winegrowers eligible for relief.** The waiver of license renewal fees shall apply only to winegrowers that certify that they meet all the following criteria:
 - The production volume of the type 02 license was less than 100,000 gallons of wine during the fiscal year in which the license expires; and
 - The type 02 license was active between March 1, 2020 and December 31, 2020, inclusive; and
 - The primary operation of the type 02 license was directly impacted by health and safety restrictions imposed in response to the COVID-19 pandemic. **Duplicate 02 licenses are not eligible for fee relief.**
4. **Definition of “active” status.** The fee waiver is only available for 02 license types that were active between March 1, 2020 and December 31, 2020, inclusive. For the purpose of determining eligibility for this waiver, the term “active” means license privileges were exercised at any time during the specified period at the licensed premises. This does not include any license that was surrendered or that was indefinitely suspended for the entire period specified.
5. **Instructions for completing a paper waiver.** If you are submitting a paper form through postal mail, make sure to complete all of the required fields on the form indicated by an asterisk, including the check boxes. Enter the licensee name as it appears on your license certificate. ABC staff will use the contact information provided if additional information is needed. If you want your mailing address permanently changed to the address provided on this form for future correspondence (i.e. renewal notices, license certificates), please mark the box provided. Otherwise, future correspondence, including your ABC license certificate, will be sent to the mailing address currently listed in our records. All eligible license types issued under one license number can be included on one waiver. You must pay the renewal fees for any of your other license types that are not eligible for fee relief. Please send the payment for the remaining balance with this form and your renewal notice. Failure to pay the remaining renewal fee(s) will result in penalty fees and ultimately cancellation of the license.
6. **Notifications.** If your request is approved and all remaining renewal fees are paid (if applicable), you will receive your new ABC license certificate by mail. Please allow 6 weeks from the time your request is submitted. If your request is denied, you will be contacted in writing using the mailing address listed on the waiver.
7. **Winegrower’s Report.** Type 02 licensees must report their production volume of wine each year on the Winegrower’s Annual Report submitted to the department pursuant to section 23327. Because this report is not submitted to the department until after the license expiration date, if a licensee anticipates that the report will show less than 100,000 gallons of wine was produced during the preceding fiscal year, then the waiver request should be submitted. If the report thereafter shows that the licensee was not actually eligible for the waiver, then the full amount of fees shall be payable upon notification from the department. Failure to submit the waiver as required by these guidelines shall not entitle the licensee to a refund if it is later determined that the production of wine was less than 100,000 gallons.
8. **Questions.** Additional information about the fee waiver program, including FAQ’s, is available at <https://www.abc.ca.gov/waiver>. If you have further questions, please contact your local ABC Office.