

## Instructions for completing the COVID-19 Renewal Fee Waiver Self-Certification

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).

- When to submit the waiver.** To receive the fee relief, licensees must complete and submit the ABC-SCF prior to the expiration of the license. Please do not submit the waiver until 60 days prior to the expiration of the license.
- 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 waiver.
  - **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.
- Licensees eligible for relief.** The waiver of license renewal fees shall apply only to the following license types that were active between March 1, 2020 and December 31, 2020, inclusive: 02\*, 23, duplicate 23, 40, 41, 42, 47, duplicate 47, 48, duplicate 48, 49, duplicate 49, 50, 51, 52, 57, duplicate 57, 58, 59, 60, 61, 64, 68, 69, 71, duplicate 71, 72, duplicate 72, 74, 75, duplicate 75, 76, duplicate 76, 77, 78, duplicate 78, 83, 86, 87, duplicate 87, 99.

*\*The renewal fee waiver is available only to type 02 licenses that produced less than 100,000 gallons of wine during the fiscal year in which the license expires. Licensees holding a type 02 license should visit our website for further guidance specific to winegrowers. **Duplicate 02 licenses are not eligible for fee relief.***
- Definition of “active” status.** The fee waiver is only available for the eligible 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; or
  - A catering permit that is issued in conjunction with a license that was itself “active” as defined above, even if the catering permit was not itself used at any time during the specified period; or
  - A seasonal license for which business operations were restricted due to health and safety orders in response to the COVID-19 pandemic barring the exercise of license privileges during the specified period.
- 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 on the waiver 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 the types that are not eligible for this 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.
- 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.
- 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.