

## TEXAS ALCOHOLIC BEVERAGE COMMISSION

### REQUEST TO MAINTAIN RECORDS AT SEPARATE LOCATION OR DIGITAL FORMAT

Tradename: \_\_\_\_\_ Permit No.: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

- I, the "N" or "MB" applicant listed below, request permission to keep or centralize all records for the above permit at the following location, and/or  
 I, the "MB" applicant listed below, request authorization to maintain my records in a digital format

Individual or Business Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

List below\* all permits under this same ownership or with the same officers or governing body that will apply to maintain or centralize records at this same location:

Tradename	City	Permit Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*ATTACH A SUPPLEMENT LIST IF ADDITIONAL SPACE IS NEEDED.

\_\_\_\_\_  
Applicant Signature and Title

This authorization is granted under the conditions of Section 5.51 (N & MB) and subject to the guidelines of MPB037 of the Texas Alcoholic Beverage Commission. If the provisions of the code or MPB 037 are not complied with, this authorization may be revoked.

Approved: \_\_\_\_\_  
 Regional Audit Manager

Approved: \_\_\_\_\_  
 Director of Audit

## STATUTE, CONDITIONS, AND INSTRUCTIONS

**STATUTE:** Texas Alcoholic Beverage Code

Section 5.51. Bookkeeping (Accounting) Records - Private Clubs and Mixed Beverage Permit Holders.

"The Commission may authorize a permittee to centralize the permittee's records."

### CONDITIONS - Private Clubs / Mixed Beverages

1. Private Clubs must have the same elected officers or governing body, and an application must be filed for each permit.
2. Mixed Beverage permits must have the same business entity ownership.
3. Violations of the Texas Alcoholic Beverage Code and Rules at the location where the records are kept will be considered violations as if they occurred on the licensed premises of the permit.
4. If records for more than one permit are centralized at one location, the records for each establishment must still be kept separately for accounting purposes.

**Note:** If digital records are requested and authorized for an MB permit, the records must be capable of transfer to a paper medium upon request and must be available to the commission at the licensed premise during normal business hours.

**Note:** Request for a computerized bookkeeping system for a private club registration permit must be submitted on Form C-310, Request for Approval of Machine Bookkeeping System.

### INSTRUCTIONS

1. Submit the original and two copies of this form to your local regional office to the attention of the Regional Audit Manager. The Regional Audit Manager will evaluate your request and make his/her recommendation.
2. After evaluation, the forms along with the recommendation of the Regional Audit Manager will be forwarded to the Austin Headquarters' Office for final disposition. The Director of Audit or his/her designee will review the request for approval.
3. If approved, the original form will be signed and returned to the permit mailing address along with a signed copy to the regional office for their file. A signed approved copy of the form should be maintained at each location covered for future inspection purposes.