



STATE OF ARIZONA
DEPARTMENT OF LIQUOR LICENSES AND CONTROL

Douglas A. Ducey
GOVERNOR

John Cocca
DIRECTOR

Refund to Support 90-Day Deferred Renewal Fee Payment
Associated with Executive Order 2020-17
Continuity of Work
April 6, 2020

Partners and Valued Customers,

The Department, through the generosity of the Governor's Office, is able to provide its clients with yet another financial relief option.

Under this relief option, clients whose license expires between March 1, 2020, and September 1, 2020, and who already submitted payment and renewed a license, may request a refund. The refund is limited to renewal fees, and affords the client a 90-day deferment of said fees no different from any other licensee with the same license-type and same expiration date as the person seeking the refund. This relief option meets the spirit of Executive Order 2020-17.

To be clear, this is not a permanent refund and waiver of fees. The licensee must pay the renewal fee again in 90-days from the original expiration date to keep the license in good standing. Per A.R.S. § 4-209(A), "a licensee who fails to renew the license on or before the due date may not sell, purchase or otherwise deal in spirituous liquor until the license is renewed. A license that is not renewed within sixty days after the due date is deemed terminated."

Refunds

A licensee's method of payment at the original time of renewal determines how funds are returned. These methods are non-negotiable, as the Department has no authority or ability to alter them.

- Payment made by credit card using the Department's online licensing system will be credited back to the credit card used for the original transaction.
- Renewal fees paid by all other means (cash, check, money order, electronic funds transfer, debit card, or credit card in the office) will be refunded by check through US Mail. Arizona's Department of Administration writes and sends all related refunds. Checks will bear the license number the funds apply to so a licensee managing multiple refunds knows where to apply the monies.

800 WEST WASHINGTON, 5th FLOOR PHOENIX, ARIZONA 85007-2934 PHONE (602) 542-5141 FAX (602) 542-5707

WWW.AZLIQUOR.GOV

Individuals requiring special accommodations please call (602)542-9027

Refund checks will be made out to the legal entity and mailed to the legal entity's address on file with the Department. No exceptions. Licensees are asked to please notify their own staff when a refund is requested to communicate proper internal processing.

Requesting a Refund

A licensee seeking a refund is to do so electronically using the special COVID-19 Ad Hoc Online Licensing Tool available on the Department's website at, <https://azliquor.gov/Covid19/index.cfm>.

Be sure to read all disclaimers and requirements ahead of requesting the refund as the licensee is required to ensure timely payment of the renewal fee 90-days from the original license expiration date.

There is no batch refund option available. A separate refund request must be completed for each license independently.

An agent or internal accounting unit, for example, may submit a request on behalf of a licensee but refund disbursement will adhere to the guidelines under, *Refunds*.

Payment After 90-Days

Licensees submitting payment will be able to do so using the Department's online e-license tool.

- First time users of the e-license tool are to go here, <https://azliquor.gov/ELicensing/ELicensingInfo.cfm>.
- Returning users are to go here, <https://dllc.azliquor.gov/azdlprod/pub/Login.aspx>.

Licensees can also pay by mail or courier, and are to ensure the LICENSE NUMBER and the phrase, "90-DAY DEFERRAL" are written on the check, or included in the correspondence, to ensure proper handling of monies. The Department's mailing address is:

800 West Washington Street, 5th FL.
Phoenix, Arizona 85007

Other Resources

Licensees interested in other Department COVID-19 relief options or operational impacts can find material on the Department's website under the "DLLC COVID-19 Info" section at, <https://azliquor.gov/covid19.cfm>.

Licensees interested in COVID-19 related materials coming from the Governor's Office can go here, <https://azgovernor.gov/>, and [#AZTOGETHER](https://twitter.com/AZTOGETHER).

Licensees interested in up to date COVID-19 health information and guidance can go here, [Arizona Department of Health Services](#).

Sincerely,



John Cocca, Director