



«Trade_Name»
«Contact_Name»
«Address»
«City», «State» «Zip»

April 2, 2018

Dear «Contact_Name»:

Enclosed you will find the application forms for your 2018-2019 liquor license. You only need to submit the Auxiliary and Agent forms if you have had **ANY** changes from last year. You may not need all of the forms, so please disregard those that do not apply to you. If you need any additional copies you may stop into City Hall.

The fees for your license are: \$«TOTAL_FEES». You are only required to pay the publication fee at the time you submit your application. For your convenience, on file we have your FEIN as: «FEIN» & your WI Seller's Permit Number as: «WI_Sellers_Permit».

**WE MUST HAVE A COPY OF A CURRENT WI SELLER'S PERMIT
BEFORE YOUR LICENSE WILL BE ISSUED.**

On the back of this letter is a list of important dates for your assistance. If you have any questions please don't hesitate to call City Hall at (920) 674-7700.

All applications are due Tuesday, May 15, 2018!

After this date the publication fee will go up!!

Sincerely,

A handwritten signature in cursive script that reads 'Mary Kuehl'.

Mary Kuehl
City Clerk/Deputy Treasurer
City of Jefferson