



## OLCC COVID-19 DEFERRED RENEWAL FEES POLICY AND LICENSEE ACKNOWLEDGMENT

Effective: March 1, 2021

In response to the COVID-19 pandemic, beginning in March of 2020, the Oregon Liquor Control Commission (OLCC) established an option for liquor licensees in each renewal district to *defer* their annual renewal fee for the 2020-2021 license year. Licensees who submitted a complete renewal application (with the exception of the renewal fee) for the 2020-2021 license year received a Conditional Letter of Authority to Operate (later replaced by a license certificate) for the 2020-2021 license year that allowed those licensees to continue operating while the 2020-2021 renewal fee was on deferral.

Effective March 1, 2021, the OLCC made some adjustments to the framework for deferred license renewal fees. These adjustments apply to licensees who deferred payment of the 2020-2021 license year (and have not yet paid the deferred fee) and to those licensees who choose to defer payment of the 2021-2022 license year renewal fee. Please note that deferral of the fee does **NOT** mean that the fee has been waived. Please see the Deferred Renewal Fee Acknowledgment below for more information on what fee deferral means for your business.

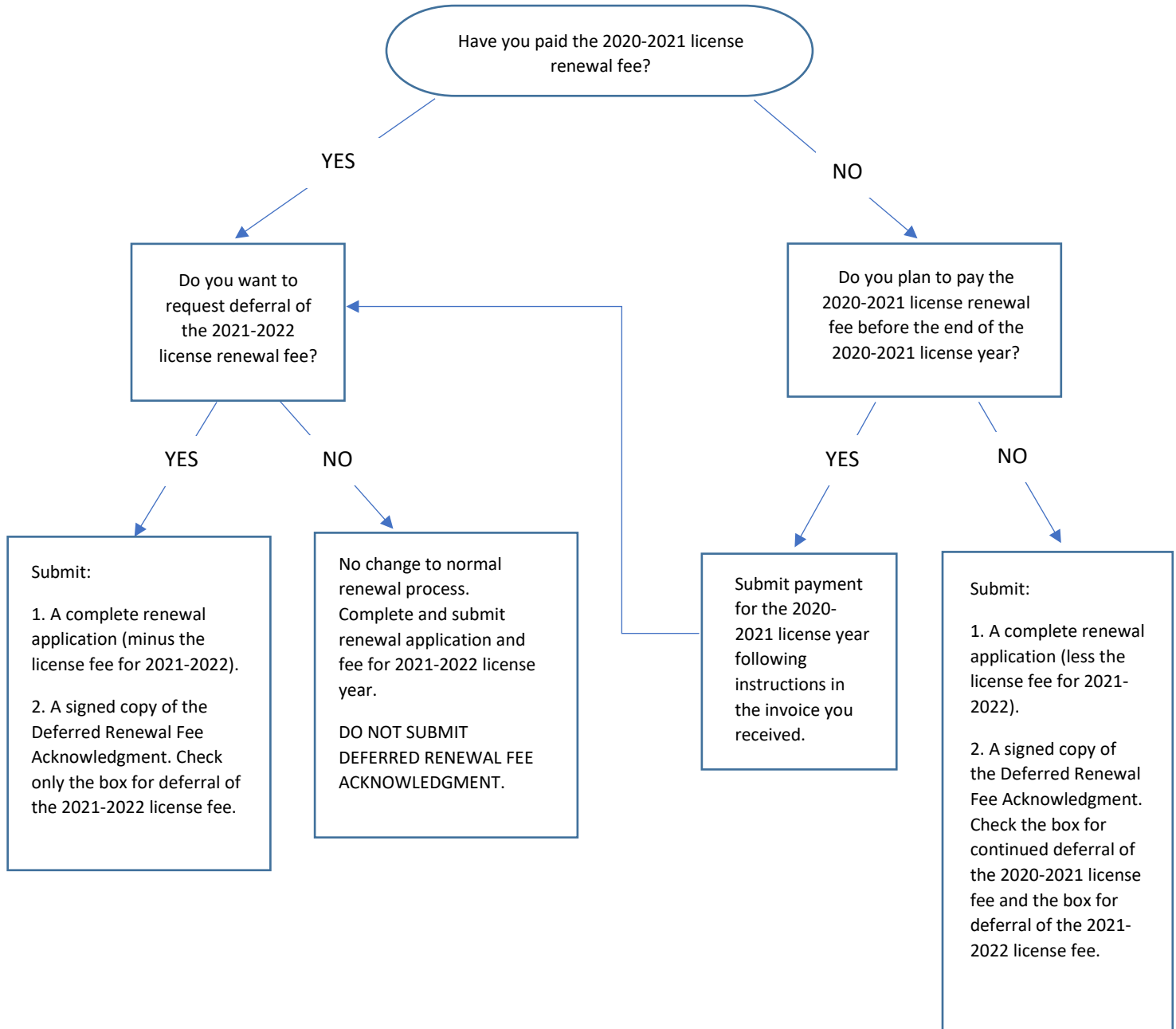
Licensees who request deferral of the 2021-2022 license year renewal fee and complete all requirements for requesting deferral of the 2021-2022 license renewal fee will receive a license certificate providing authority to operate for the 2021-2022 license year. Licensees who deferred the 2020-2021 license renewal are not required to pay the deferred 2020-2021 license renewal fee in order to be eligible for deferral of the 2021-2022 license year renewal fee.

NOTE: license certificates are being issued in lieu of a Conditional Letter of Authority to Operate, due to system limitations and operational constraints.

See the Deferred Renewal Fee Flowchart for additional information about license renewal and deferred renewal fees.

***You must complete, sign and submit the Deferred Renewal Fee Acknowledgment (page 3), along with a completed renewal application, in order to be eligible for deferral of the renewal fee for the 2021-2022 license year.***

## DEFERRED RENEWAL FEE FLOWCHART (RENEWALS)<sup>1</sup>



<sup>1</sup> This chart applies to licensees who want to renew their licenses in the 2021-2022 license year. If you have questions about whether this chart applies to you, contact the OLCC Renewals Department at [olcc.renewals@oregon.gov](mailto:olcc.renewals@oregon.gov)

**\*\*\*RETURN THIS PAGE WITH 2021-2022 LICENSE RENEWAL APPLICATION TO REQUEST FEE DEFERRMENT \*\*\***

Complete and submit this Deferred Renewal Fee Acknowledgment to request continued deferral of the 2020-2021 license year renewal fee and/or to request deferral of the 2021-2022 license year renewal fee. A separate Deferred Renewal Fee Acknowledgment must be completed for each license. If the licensee is an entity, the OLCC requires a licensee or member/principal of the licensed entity to sign and submit this form.

**DEFERRED RENEWAL FEE ACKNOWLEDGMENT**

Your signature below signifies your acknowledgment that the license renewal fee or fees you are requesting to defer are not being waived. Rather, the fee or fees are being deferred and must be paid at a later date which is yet to be determined. **In order to have your license renewal fee deferred you must submit this form with your 2021-2022 renewal application.** Please note, if your complete renewal application **and this form** are not submitted within 30 days of license expiration for the 2020-2021 license year, your license cannot be renewed and you must reapply.

Once OLCC communicates when deferred renewal payments are due, if payment is not received by the determined date, we will proceed with our collection process. This process could include your debt being assigned to the Oregon Department of Revenue for collections per Oregon Revised Statute 293.231. The Oregon Department of Revenue may subsequently assign your debt to a private collection firm for collection as required by Oregon Revised Statute 293.231.

Pursuant to OAR Chapter 845-004-0022(2), a license is used when, "A licensee allows any sale, service, or consumption of alcoholic beverages on the premises after the effective date of the license." This means that if you defer payment of a license renewal fee, the fee will still be owed if you use your license after the previous year's license expiration date.

<b>Check applicable renewal fee deferral requests:</b>
<u>Continue</u> deferral of 2020-2021 renewal fee: <input type="checkbox"/>
Deferral of 2021-2022 renewal fee: <input type="checkbox"/>

Please provide the following information as it appears on the license certificate.

Licensee Name(s)	
Tradename	
Premises Address	
License Type	

One of the persons **who signed the renewal application** must sign and date below:

_____	_____	_____
Signature	Printed Name	Date

OLCC use only

Approved?    Yes         No         Staff: \_\_\_\_\_        Date: \_\_\_\_\_