



SPECIAL DISTRIBUTORSHIP APPLICATION CHECKLIST

- **Application for Special Distributorship and Supplement:** obtained at <http://liquor.idaho.gov>, under Licenses and Permits. First applicant (primary contact) must complete the “[Application for Special Distributorship](#)”. Any others to be named in the contract should complete the “[Application for Special Distributorship - Supplement](#)”.
- **Proof of Idaho Residency* *Each applicant (person to be named in the Special Distributor Agreement - Contract)***, is required to provide proof of Idaho residency, with their own application. See “[Qualifications of Special Distributors](#)” for a list of acceptable documents. (Must be a legible copy and contain dates and information necessary to determine current 6-month minimum residency prior to application submission.) *P.O. Box addresses are not acceptable as your Idaho address.* Additional documentation may be required upon request. List of acceptable documents may change with or without notice.
- **Credit Report* (to include credit score):** *Each applicant* must submit their credit report with *their own* application. Obtain credit reports from one of the major credit reporting companies: Equifax, Experian, or Trans Union. (For any other source, contact ISLD for approval.)
- **Criminal Background Check*** A name-based criminal background check is required. *Each applicant* must submit a separate, completed form with their own application. We accept only the current form obtained at: <https://isp.idaho.gov/wp-content/uploads/sites/3/documents/NameCheck6.22.2017.pdf>. Complete the ‘**Name-Based Background Check Form**’ only. Contrary to instructions on their website, DO NOT SUBMIT form(s) to ISP/ABC/BCI; DO NOT complete the Credit Card/Payment page; DO NOT mail payment. **SUBMIT FORM TO ISLD only.** *Applicant will not be charged for background check when submitted accordingly.*
- **Business Entity and DBA (Name):** Business Entities (sole proprietor, partnership, company, corporation, etc.) **must** be registered with the Secretary of State’s office (SOS). Business registration is subject to confirmation. <http://www.sos.idaho.gov/>.
- **W-9 Form** (signature page only): <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. **Required for ISLD to issue monthly fees.** (Enter only one SSN or FEIN, in which all payments will be made and reported on for tax purposes.) ISLD is **not** able to pay a vendor without the W-9.
- **Computer:** Distributors will be required to provide a computer with a Microsoft-supported operating system for tracking liquor sales, high speed internet access, and an e-mail account for “ISLD to store” daily communications. This email address should be accessible by the store manager in charge of liquor.
- **Certificate of Insurance and Bond (*upon being awarded a distributorship*):** Notify your insurance company to send a current Certificate of Liability Insurance to ISLD (via email, fax, or mail). It needs to specify the physical location or store number it pertains to, **and** note on the certificate, or include with it, the endorsement page showing Idaho State Liquor Division is listed as an additional insured. Minimum Requirements per Special Distributor Agreement (contract):

INSURANCE AND BOND. Each Special Distributor shall carry a **minimum of \$500,000** premises liability **insurance naming the Division as additional insured** and shall furnish to the Division a Certificate of Coverage, Certificate of Insurance, notices of cancellation or change of limits and any other proof of insurance as required by the Division. Special Distributor *may be required* to provide a payment bond in the amount of \$15,000 in a form acceptable to the Division with an insurance company licensed to do business in Idaho to protect the value of

the inventory provided by the Division and cash receipts for sales made by Special Distributor. Failure to maintain said liability insurance or bond shall be grounds for immediate revocation of this Agreement without further notice.

For a sample Special Distributor Agreement (contract), click here: "[Special Distributorship Agreement-Sample](#)".

Note:

1. ***Credit reports, background check authorization forms, proof of residency, and W-9: these documents are required to be submitted with your application. If you are unable to attach required documents to the on-line application, contact one of the representatives listed at the end of this document, for alternate instructions.**
2. Applicants **may** be required to meet with a representative of the ISLD for an interview and **may** be subject to a site review before any final decision is made.
3. Applicants **may** be required by the ISLD to provide a surety, performance, or property bond, and or, provide the ISLD with some other type of financial security as deemed necessary.
4. Applicants **may** also be required by the ISLD to provide an up-to-date financial statement from a bank or financial institution, regarding themselves or the business.

Incomplete or late submissions may result in disqualification. Consult the Public Notice in your local newspaper or the District Manager, for the deadline. When submitting your application, all required supporting documentation is to be included for consideration, unless otherwise noted.* Exceptions must be approved by ISLD management or authorized representative.

Signature page must accompany application(s). A completed, signed "[Special Distributorship Application](#)" (primary application), is required. Any other applicants only submit the "[Special Distributorship Application–Supplement](#)". This is a shortened version. Submit each application separately.

Completed application(s): Submit on line where specified. Authorized documents only, may be mailed to: Contracts/CONFIDENTIAL, Idaho State Liquor Division, 1349 E. Beechcraft Ct., Boise, Idaho 83716-9608. Other means of submission require approval from the ISLD Director or his appointed representatives.

For questions or more information, please contact your area District Manager or other contact listed.

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