



# OREGON LIQUOR & CANNABIS COMMISSION

## Surrender Notification

### Instructions

Complete this form to voluntarily request to surrender your liquor license(s).

Please review the rule OAR [845-005-0366](#) - License Surrender

*A licensee may ask the Commission to accept the surrender of a license. The license remains in effect until the Commission accepts the surrender. If the Commission accepts it, the Commission will notify the licensee of the date the Commission accepts the surrender. The licensee must stop selling or serving alcoholic beverages from this date through the remainder of the licensing period. If the licensee wants to sell or serve alcoholic beverages after this date, the licensee must apply for and receive a new license.*

Submit this notification via email to: [OLCC.LiquorLicenseApplication@Oregon.Gov](mailto:OLCC.LiquorLicenseApplication@Oregon.Gov)

### Section 1 – License Information

|                        |  |                           |  |
|------------------------|--|---------------------------|--|
| Licensee(s) of Record: |  | Date of Surrender Request |  |
| Trade Name:            |  |                           |  |
| Premises Address:      |  |                           |  |
| License Number:        |  |                           |  |
| Email:                 |  | Phone:                    |  |

### Section 2 – Return of Stock

If a Return of Stock letter is necessary, select an option below:

My license allows for the sale of **malt beverages, wine or cider** and I request an authorization to return unused product to the various wholesalers who supplied it to my business. I understand the repurchase of this inventory is a voluntary act on behalf of the wholesaler. I further understand that a Return of Stock letter is in no way intended to be a directive to the wholesaler to accept a return of the stock in question.

My license allows for the sale of **distilled spirits** and I request a letter authorizing the return of unused product to a retail liquor store. This request will be forwarded to our Retail Services Division.

For questions regarding the return of distilled spirits, please contact Retail Services at 503-872-5020 or by email at [OLCC.RetailServices@oregon.gov](mailto:OLCC.RetailServices@oregon.gov).

### Section 2 – Signature

By signing this form, I attest that:

- I have read and understood OAR [845-005-0366](#)
- I have stopped or will stop selling and/or serving alcoholic beverages from the requested effective date on this surrender request.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**OREGON LIQUOR & CANNABIS COMMISSION**

**Surrender Notification**

***Leave this page blank***

Once you have filled out and signed the previous page, submit the signed notification by email to [OLCC.LiquorLicenseApplication@Oregon.Gov](mailto:OLCC.LiquorLicenseApplication@Oregon.Gov).

After receiving your notification, OLCC staff will review the information you have submitted and return a copy to you to confirm the acceptance of your surrender request.

**For Official OLCC Use Only – Do Not Write in This Box**

Thank you for submitting this surrender notice. Staff of the Oregon Liquor and Cannabis Commission have considered your request and accept the surrender of your license(s) as of the below effective date.

This acknowledgement applies to the following license certificate number(s):

If this information is not correct, please contact [OLCC.LiquorLicenseApplication@Oregon.Gov](mailto:OLCC.LiquorLicenseApplication@Oregon.Gov) immediately with an explanation of the discrepancy.

**Return of Stock Authorization:** Both pages of this form must be included to be considered valid.

As of the below signature date (the effective date of surrender), this is the authority to return any unused **malt beverages, wine or cider** you have on hand to the various wholesalers who supplied them to your business(s) as listed above. This authority is based on your notification to the Commission and is in accordance with OAR 845-013-0020(1)(a). Please understand the repurchase of this inventory is a voluntary act on behalf of the wholesaler.

This authorization is in no way intended to be a directive to the wholesalers to accept a return of the stock in question.

The surrendered license allowed for the sale of **distilled spirits** and the prior licensee of record is requesting a letter authorizing the return of unused product to a retail liquor store. This request has been forwarded to our Retail Services Division.

For questions regarding the return of distilled spirits, please contact Retail Services at 503-872-5020 or by email at [OLCC.RetailServices@oregon.gov](mailto:OLCC.RetailServices@oregon.gov).

Surrender Accepted by: \_\_\_\_\_ Effective Date: \_\_\_\_\_