

# **BULLETIN**



Comptroller of the Treasury ● Alcohol and Tobacco Tax Unit ● Goldstein Treasury Building ● P.O. Box 2999  
Annapolis, Maryland 21404-2999 ● Telephone: 410-260-7314 ● Forms-by-Fax: 410-974-FAXX(3299);  
World Wide Web: [www.marylandtaxes.com](http://www.marylandtaxes.com)

**No. AB-25**

**May 24, 1999**

**TO: All Boards of License Commissioners**

**SUBJECT: Monthly Reports**

On April 30, 1999, Mr. Aaron Stansbury, Assistant Director of the Alcohol and Tobacco Tax Unit, sent each Board of License Commissioners a notice concerning a new monthly report form. This form was also discussed at the recent meeting of the Maryland State Association of Alcoholic Beverages License Administrators in Ocean City.

Regulation 03.02.04.02 requires each board to provide a monthly report of retail license activity, including suspensions, transfers, cancellations, revocations, etc. Up until now, a separate form was not used to report violations and the resulting penalties. However, the Comptroller's Office has been cooperating with the Governor's Office of Crime Prevention and Control to assist them in compiling statistical information on penalties given to alcoholic beverages retail licensees for certain activities, especially sales of alcohol to minors. To report this information, we have developed new form COT/ATTU 19-3, a supply of which is enclosed for your use.

**Please continue to use general reporting forms 19 and 19-1 and, beginning with your July report due August 15, 1999, also include completed form 19-3 (use as many forms as necessary).** If your board does not have any violation activity in a given month, please return the report form with your other report forms noting "NO ACTIVITY" on the front. Copies of these forms will periodically be given to the Governor's Office of Crime Prevention and Control for statistical compilation and reporting.

As always, your cooperation will be greatly appreciated. If you have any questions pertaining to this matter, please contact Ms. Peggy Higgins, Support Services Manager, at 410-260-7383.

Charles W. Ehart, DPA  
Director

Enclosure

For the deaf and hard of hearing: TTY users call via Maryland Relay at 711 in Maryland or 1-800-735-2258 from elsewhere. TTY: 410-767-1967 (Baltimore metro area). If you need a reasonable accommodation for a disability, please contact us before you visit. If you need the information in this publication in an alternate format, contact: Public Affairs Office 410-260-7995 (voice), 410-260-7157 (TTY).