

WSWA Access LIVE 2026

Instructions for Exhibiting Brand Owners Seeking to Obtain a Certificate of Compliance

Who Should Follow These Instructions?

These instructions apply to international and domestic suppliers and brand owners who do not currently hold a valid Certificate of Compliance from the State of Nevada for the specific brand or product that they are seeking to exhibit at Access LIVE. This includes brand owners who own the brand but do not manufacture, brew, distill, rectify, or otherwise produce those products themselves.

Background

Under Nevada law (NRS 369.430), all shipments of liquor into Nevada must be accompanied by a Certificate of Compliance (CoC). The law requires that a “**supplier**” wishing to import their product into NV obtain a CoC from the Nevada Department of Taxation before doing business in Nevada. The term “supplier” is defined in NRS 369.111 as “the brewer, distiller, manufacturer, rectifier, producer, vintner or bottler of the liquor, or his or her designated agent”. Accordingly, entities that do not fit the definition of “supplier” cannot be issued a CoC on their own.

The way the term “supplier” is defined under Nevada law creates a unique situation for entities that own the name of a label or brand, but are not the actual party brewing, distilling, rectifying, or otherwise manufacturing the product. For purposes of these instructions, we refer to these entities as “**brand owners**”. A brand owner seeking to obtain a CoC may be considered the “designated agent” of the manufacturer and be granted a CoC if they submit this application along with a CoC application from the manufacturer.

Brand owners can refer to the instructions below for information on how to accurately complete these forms. There are 2 potential scenarios listed below, only one will apply to your situation. Please review both and follow the instructions in the appropriate scenario carefully.

Access LIVE 2026

Pathway to Certificate of Compliance

Under Nevada law (NRS 369.430), all shipments of liquor into Nevada must be accompanied by a Certificate of Compliance (CoC).

IS THE ALCOHOLIC BEVERAGE PRODUCT (BRAND) YOU'D LIKE TO EXHIBIT CURRENTLY SOLD IN THE STATE OF NEVADA?

Yes

You should already have a Certificate of Compliance issued by the Nevada Department of Taxation for each brand of alcoholic beverage to be exhibited. There is no need to apply for another.

No

Is the alcoholic beverage product you'd like to exhibit manufactured in the United States?

Yes

Are you the entity that brews, distills, manufactures, produces, rectifies, bottles, or is the vintner the product?

Yes

See Scenario #1

No

Is the product shipping from your contract manufacturer or a third-party storage facility?

Contract Manufacturer

See Scenario #2

Third-Party Storage Facility

See Scenario #3

No

Are you the entity that brews, distills, manufactures, produces, rectifies, bottles, or is the vintner the product?

Yes

See Scenario #5

No

See Scenario #4

SCENARIO 1. DOMESTIC SUPPLIER

SCENARIO 1 APPLIES TO YOU IF YOU A DOMESTIC (BASED IN THE UNITED STATES) PARTY THAT BREWS, DISTILLS, MANUFACTURERS, RECTIFIES, PRODUCES, BOTTLES, OR IS THE VINTNER OF THE PRODUCT TO BE EXHIBITED.

(1) One [Certificate of Compliance Applications](#) (and the application fee) Must Be Submitted:

- a. The application for a certificate of compliance must be completed by the **actual supplier** (e.g., the manufacturer, brewer, distiller, rectifier, vintner, or bottler).

(2) Application Submission

- a. Each applicant must create an account and complete a Certificate of Compliance application, via Nevada's MYNT portal by navigating to <https://mynvtax.nv.gov/>; selecting "sign-up" under the Log-In button. Additional instructions on how to submit your application via the MYNT portal are included in **APPENDIX A**.

SCENARIO 2. BRAND OWNERS + PRODUCT SHIPPING FROM MANUFACTURER

SCENARIO 2 APPLIES TO YOU IF ALL OF THE FOLLOWING APPLY?

- ⇒ You are a brand owner (**not** the entity brewer, distiller, manufacturer, rectifier, producer, vintner, or bottler) of the alcohol product to be displayed at Access LIVE 2026; **and**
- ⇒ The alcohol product to be exhibited at Access LIVE 2026 will be **shipped from the supplier's licensed production facility** to a Nevada wholesaler.

(1) Two [Certificate of Compliance Applications](#) (and Fees) Must Be Submitted:

- a. One by **you** (the brand owner). This application should indicate that you are the "designated agent".
- b. One by the **actual supplier** (e.g., the manufacturer, brewer, distiller, rectifier, vintner, or bottler).
- c. For both applications be sure to attach a document demonstrating the -contractual agreement between you and the supplier. See **APPENDIX A**, p. 13.

(2) Reporting Requirement

- a. Either the supplier or the brand owner must agree to serve as the "**reporting party**" for regulatory purposes. Only one party needs serve as the reporting party.

(3) Application Submission

- a. Each applicant must create an account and complete a Certificate of Compliance application, via Nevada's MYNT portal by navigating to <https://mynvtax.nv.gov/>; selecting "sign-up" under the Log-In button. Additional instructions on how to submit your application via the MYNT portal are included in **APPENDIX A**.

(4) Supporting Email

- a. Upon submitting the application, the exhibitor should send an email to nvliquor@tax.state.nv.us with "WSWA Access LIVE 2026" in the subject line. The email should include (i) supporting documentation as detailed below; and (ii) a statement

indicating that the supplier application and brand owner applications are associated and should be linked together.

i. Supporting Documentation:

The applications should be accompanied by:

1. Two letters from each the supplier and the brand owner assigning and accepting the brand owner's appointment as designated agent.
 - a. A letter from the supplier appointing the brand owner as the designated agent for the relevant brand(s) to be imported into NV.
 - b. A letter from the brand owner accepting the supplier's appointment as designated agent for the brand(s).
 - c. This email should be sent to nvliquor@tax.state.nv.us with "WSWA Access LIVE 2026" in the subject line.
2. A statement in the body of the email that indicates that the applications for the brand owner and the supplier are linked.

ii. Importing Distributor Requirement

1. After submission of the initial documents and issue of the subsequent Certificates of Compliance, an importer-wholesaler should be assigned by the reporting party via [Form EXC-F024](#), the Liquor Wholesaler Designation and Acceptance Form. Supplier [Designation of Importer-Wholesaler Form EXC-F024](#) should be signed by the reporting party and the wholesaler.
2. NOTE: This form may be submitted in advance of the issue of the Certificate of Compliance with appropriate annotation indicating the associated applications.

SCENARIO 3. BRAND OWNERS + PRODUCT SHIPPING FROM THIRD-PARTY STORAGE FACILITY

SCENARIO 3 APPLIES TO YOU IF ALL OF THE FOLLOWING APPLY?

- ⇒ You are a brand owner (**not** the entity brewer, distiller, manufacturer, rectifier, producer, vintner, or bottler) of the alcohol product to be displayed at Access LIVE 2026; **and**
- ⇒ The alcohol product to be exhibited at Access LIVE 2026 will be **shipped by the supplier from a third-party storage facility** (i.e.: fulfillment center or warehouse) to a Nevada wholesaler.

In this situation, you as a brand owner have contracted with a manufacturer to produce your product, and that product is being stored at a location other than the manufacturer's licensed premise. The product will be shipped from this third-party location to Nevada. If this applies, then **two** applications for a CoC must be completed: (1) by supplier that is manufacturing the product; and (2) the third-party storage facility. Brand owners do not file their own CoC but may be authorized to communicate with the State regarding the applications.

We recommended that you, as the brand owner coordinate the completion of the two CoC applications and request. Once the CoC is granted, follow steps listed.

(1) **Two Certificate of Compliance Applications (and Fees) Must Be Submitted:**

- a. One by the **supplier** (e.g., the manufacturer, brewer, distiller, rectifier, vintner, or bottler). This application should indicate their appropriate category of manufacture.
- b. One by the **third-party storage facility**. This application should indicate that the storage facility is a “designated agent” of the supplier.
- c. For both applications be sure to attach a document demonstrating the -contractual agreement between the supplier and the **third-party storage facility**. See **APPENDIX A**, p. 13.

(2) **Reporting Party Designation:**

- a. Either the supplier or the third-party storage facility must agree to serve as the **"reporting party"** for regulatory purposes. Only one party needs serve as the reporting party.

(3) **Application Submission**

- a. Each applicant must create an account and complete a Certificate of Compliance application, via Nevada’s MYNT portal by navigating to <https://mynvtax.nv.gov/>; selecting “sign-up” under the Log-In button. Additional instructions on how to submit your application via the MYNT portal are included in **Appendix A**.

(5) **Supporting Email**

- a. Upon submitting the applications, the supplier or the third-party storage facility can submit an email to the State authorizing the brand owner to discuss the application process. The email should include (i) supporting documentation as detailed below; and (ii) a statement indicating that the supplier application and third-party storage facility applications are associated and should be linked together.

i. Supporting Documentation:

The applications should be accompanied by:

1. Two letters from each the supplier and the third-party storage facility assigning and accepting the third-party storage facility’s appointment as designated agent.
 - a. A letter from the supplier appointing the brand owner as the designated agent for the relevant brand(s) to be imported into NV.
 - b. A letter from the third-party storage facility accepting the supplier’s appointment as designated agent for the brand(s).
 - c. This email should be sent to nvliquor@tax.state.nv.us with “WSWA Access LIVE 2026” in the subject line.
2. A statement in the body of the email that indicates that the applications for the supplier and the third-party storage facility are linked.

ii. Importing Distributor Requirement

1. After submission of the initial documents and issue of the subsequent Certificates of Compliance, an importer-wholesaler should be assigned by the reporting party via [Form EXC-F024](#), the Liquor Wholesaler Designation and Acceptance Form. Supplier [Designation of Importer-Wholesaler Form EXC-F024](#) should be signed by the reporting party and

the wholesaler.

NOTE: This form may be submitted in advance of the issue of the Certificate of Compliance with appropriate annotation indicating the associated applications.

SCENARIO 4. BRAND OWNERS OF IMPORTED PRODUCTS

SCENARIO 4 APPLIES TO YOU IF ALL OF THE FOLLOWING APPLY?

- ⇒ You are a brand owner (**not** the entity brewer, distiller, manufacturer, rectifier, producer, vintner, or bottler) of the alcohol product to be displayed at Access LIVE 2026;
- ⇒ The brand that you wish to exhibit is not currently carried or sold in the United States; **and**
- ⇒ The alcohol product to be exhibited at Access LIVE 2026 is manufactured by an international supplier.

(3) One Certificate of Compliance Application (and the application fee) Must Be Submitted:

- a. The application for a certificate of compliance must be completed by the **actual supplier** (e.g., the manufacturer, brewer, distiller, rectifier, or bottler).

(4) Application Submission

- a. The application must be submitted via emailed to nvliquor@tax.state.nv.us or mailed to the address below.
 - i. The subject line of the email should include: “WSWA Access LIVE 2026 – Attn: Monica”.
 - ii. After submitting the application via email, you will receive a link for payment and instruction.
- b. If you would like to print and mail the in the application, please submit the application along with payment to:

Attn: Monica - WSWA Access LIVE 2026
Nevada Department of Taxation
3850 Arrowhead Drive
Carson City, NV 89706

SCENARIO 5. INTERNATIONAL SUPPLIERS

SCENARIO 5 APPLIES TO YOU IF ALL OF THE FOLLOWING APPLY?

- ⇒ You are an international brand owner (**not** the entity brewer, distiller, manufacturer, rectifier, producer, vintner, or bottler) of the alcohol product to be displayed at Access LIVE 2026;
- ⇒ The alcohol product to be exhibited at Access LIVE 2026 will be **shipped from the supplier’s international facility** to a Nevada wholesaler; **and**
- ⇒ The brand that you wish to exhibit is not currently carried or sold in the United States; **and**

(5) One Certificate of Compliance Application (and the application fee) Must Be Submitted:

- a. The application for a certificate of compliance must be completed by the **actual supplier** (e.g., the manufacturer, brewer, distiller, rectifier, or bottler).

(6) Application Submission

- a. The application must be submitted via emailed to nvliquor@tax.state.nv.us or mailed to the address below.
 - i. The subject line of the email should include: “WSWA Access LIVE 2026 – Attn: Monica”.
 - ii. After submitting the application via email, you will receive a link for payment and instruction.
- b. If you would like to print and mail the in the application, please submit the application along with payment to:
 - Attn: Monica - WSWA Access LIVE 2026
 - Nevada Department of Taxation
 - 3850 Arrowhead Drive
 - Carson City, NV 89706

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

How to apply for the Certificate of Compliance (COC) through the My Nevada Tax portal.

[My Nevada Tax - Home](#)

Click on Sign Up under the Log In button.

MY NEVADA TAX

Can I Help?

Scheduled Maintenance: 3/1/2025 12:00 AM - 3/1/2025 6:00 AM. My Nevada Tax may be intermittently unavailable during this time.

Username

Password

Log in

Forgot username or password?

New to e-Services?
[Sign Up](#)

Search our online services

Answer the questions to create the account

< Home

Sign Up Account Security

Create an Account

Name *
Required

Username *
Required

Email *
Required

Verify Email *

Password

Password *
Required

Confirm Password *
Required

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

Phone Number

Country
USA

Type *
Required

Cancel

Previous Next

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

Once you go through the screens and answer the questions about the business you will come to this screen. Click on “I want to...”

Shelly

test@testing.com

+1 (775) 684-2100

Welcome, Shelly

Manage My Profile 

Summary

More...

Filter

Shelly

test@testing.com

+1 (775) 684-2100

Welcome

> I Want To...

Nevada Department of Taxation

Privacy Notice

Nevada ADA Assistance

Contact the Department

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Click on “Register a New Business”

< Shelly

Filter

Registration and Access

> Register a New Business

Request access, register, or submit applications for another business.

> Request Access to an Account

Request access to an account registered with the Department of Taxation.

> Provide a My Nevada Tax Access Code

Provide a My Nevada Tax Access Code

One-Time Events

> Apply for a One Time Sales Event Permit

Promoters of one-time events or trade shows in Nevada where sales will be made are required to first receive a One Time Sales Event Permit.

> Apply for an Event Specific Tobacco License

Any participant of a trade show wishing to sell cigarettes or other tobacco products (OTP) must first secure an Event Specific License.

Exemptions

> Apply for a Religious, Charitable, or Educational Sales Tax Exemption

A nonprofit organization created for religious, charitable or educational purposes can apply for a Religious, Charitable, or Educational Exemption from sales and use taxes on the gross receipts from the sale of, storage, use, or other consumption of any tangible personal property in Nevada.

> Apply for a Permissible Persons Permit

Any person, business, or entity using liquor for sacramental, medical, or industrial purposes may apply for a Permissible Persons Permit to be exempt from paying and/or reporting liquor tax.

More

> View more options..

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

[I Want To...](#)

Your Business Information

This information will be used to determine if your business has been registered with the Department of Taxation.

Business Type *

Federal ID Type *

Federal ID *

Legal Name *

Do you have an Unemployment Insurance Account Number? [?](#) *

Do you have a Nevada Business ID? [?](#) *

Is this registration for an existing Nevada business after an acquisition or change in ownership, business type, or Federal Employer Identification Number (FEIN)?

Next

You will go through another set of questions about the business. If you do not have an account, you will see the screen below after answering the questions.

[I Want To...](#)

Continue to New Business Registration

Welcome! We have determined that your business is new to the Department of Taxation. Please continue to complete the new business registration.

Continue

Back

Click the Continue button.

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

Why Am I Here?

Depending on the activities your business performs, you may be required to register with the Department of Taxation, apply for permits or licenses, or file returns or reports. This request will help determine what the requirements are for your business and each of your business locations. Currently, this request supports registration of the following account types:

- Sales and Use Tax
- Use Tax
- Tobacco Retailer License
- Live Entertainment Tax
- Liquor Common Carrier
- PACT Act
- Liquor License
- Cigarette and OTP License

What Do I Need?

You will need to provide the following:

- Names used by your business, contact information, and addresses
- Account Activity start dates

For sales tax permits and tobacco retailer licenses, you will need to pay a fee for each new location. A fee is not required for a certificate of authority.

If you are registering for a new business and need a sales tax permit, you may also be required to provide a security deposit.

What's Next?

If it is determined necessary, you will be registered for one or more accounts for your business locations. You will be able to begin working with these accounts to submit returns, reports, renewals, or payments.

Please note that for liquor licenses, cigarette licenses, and other tobacco product (OTP) licenses, an additional approval process is required. You will be need to submit a separate application for each of your business locations after completing this initial account and location registration.

[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

Click the Next button.

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

Introduction

Business Details

Business Details

Formation State *
Required

Formation Date *
Required

Business Start Date in Nevada *
Required

Doing Business As (DBA) Name ?

Number of Employees in Nevada
0

Preferred Language
English

Website

☐ Check this box if you **DO NOT** want to receive a refund when your account has a credit balance due to an overpayment or financial adjustment.

☐ Check this box if you **DO NOT** want to receive all communication electronically.

Describe in detail the nature of your business in Nevada. Include product sold, labor performed and/or services rendered.

Cancel

Save Draft

< Previous

Next >

Answer the next series of questions and then click the Next button.

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

When you get to the below questions be sure to answer yes to the “Does your business have any liquor related activities?”

Initial Questionnaire

Does your business have any physical locations in Nevada? *

Yes	No
-----	----

Does your business sell or lease tangible personal property (i.e. physical goods that can be seen or touched such as a car, computers, food, and other merchandise)? *

Yes	No
-----	----

Does your business manufacture, wholesale, or retail tangible personal property? *

Yes	No
-----	----

Does your business store tangible personal property in Nevada for sale into or out of Nevada? *

Yes	No
-----	----

Does your business own or operate a facility where live entertainment events will be held? ? *

Yes	No
-----	----

Does your business have any tobacco related activities? *

Yes	No
-----	----

Does your business have any liquor related activities? *

Yes	No
-----	----

Does your business have any cannabis related activities? *

Yes	No
-----	----

Does your business sell new tires for motor vehicles? *

Yes	No
-----	----

Does your business lease or rent vehicles for short-term (31 days or less)? *

Yes	No
-----	----

Does your business operate a paid service to connect shared vehicle owners with shared vehicle drivers (peer to peer car sharing)? *

Yes	No
-----	----

Cancel

Save Draft

< Previous

Next >

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

Initial Questionnaire

Does your business have any physical locations in Nevada?

Yes

No

Does your business sell or lease tangible personal property (i.e. physical goods that can be seen or touched such as a car, computers, food, and other merchandise)?

Yes

No

Does your business manufacture, wholesale, or retail tangible personal property?

Yes

No

Does your business store tangible personal property in Nevada for sale into or out of Nevada?

Yes

No

Does your business own or operate a facility where live entertainment events will be held? [?](#)

Yes

No

Does your business have any tobacco related activities?

Yes

No

Does your business have any liquor related activities?

Yes

No

Does your business have any cannabis related activities?

Yes

No

Does your business sell new tires for motor vehicles?

Yes

No

Does your business lease or rent vehicles for short-term (31 days or less)?

Yes

No

Does your business operate a paid service to connect shared vehicle owners with shared vehicle drivers (peer to peer car sharing)?

Yes

No

Cancel

Save Draft

< Previous

Next >

You will answer more questions regarding the business.



Out-of-State Sales Questionnaire

Does your business have more than \$100,000 of retail sales into Nevada?

Yes

No

Does your business have 200 or more separate transactions for delivery into Nevada? *

Yes

No

Cancel

Save Draft

< Previous

Next >

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

If you sell wine directly to a consumer in Nevada then you will answer yes to the third question that will populate after you answer the first 2 questions. Click the Next button.

The screenshot shows a progress bar at the top with six steps: Business Details, How to Contact Your Business, Headquarters Address, NAICS, Initial Questionnaire, and Out-of-State Sales Questionnaire. The 'Out-of-State Sales Questionnaire' step is currently active. Below the progress bar, the questionnaire title 'Out-of-State Sales Questionnaire' is displayed. It contains three questions, each with 'Yes' and 'No' radio button options. The first question is 'Does your business have more than \$100,000 of retail sales into Nevada?'. The second question is 'Does your business have 200 or more separate transactions for delivery into Nevada?'. The third question is 'Your business does not require a sales permit. Do you want to register for a Certificate of Authority?'. At the bottom of the form, there are 'Cancel' and 'Save Draft' buttons on the left, and '< Previous' and 'Next >' buttons on the right.

Add all corporate Officers. Click the Next button.

The screenshot shows a progress bar at the top with six steps: How to Contact Your Business, Headquarters Address, NAICS, Initial Questionnaire, Out-of-State Sales Questionnaire, and Officers. The 'Officers' step is currently active. Below the progress bar, the title 'Corporate Officers' is displayed. It features a table with columns for 'Name', 'Percent of the business', and 'Start Date'. Below the table, there is a '+ Add an officer' link. At the bottom of the form, there are 'Cancel' and 'Save Draft' buttons on the left, and '< Previous' and 'Next >' buttons on the right.

You will answer yes to the first question. Answer the 2nd question. Click the Next button.

The screenshot shows a progress bar at the top with six steps: Headquarters Address, NAICS, Initial Questionnaire, Out-of-State Sales Questionnaire, Officers, and Liquor Questionnaire. The 'Liquor Questionnaire' step is currently active and highlighted with an orange border. Below the progress bar, the title 'Liquor Questionnaire' is displayed. It contains two questions, each with 'Yes' and 'No' radio button options. The first question is 'Does your business supply, manufacture, or wholesale liquor products? Liquor products include wine and beer.'. The second question is 'Is your business a common or contract carrier handling interstate shipments of alcoholic beverages into Nevada?'. At the bottom of the form, there are 'Cancel' and 'Save Draft' buttons on the left, and '< Previous' and 'Next >' buttons on the right.

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

If the liquor questions are answered correctly, you will see this screen. Click the Next button.

Review Accounts

Review the new accounts and/or locations that you will be registered for. If this registration does not look correct, please return to the questionnaires and review your answers. If you have any questions, please [contact the Department of Taxation](#).

Sales & Use Tax

Sales and Use Tax is statutorily imposed on the sale, transfer, barter, licensing, lease, rental, use or other consumption of tangible personal property in Nevada. Nearly all tangible personal property transferred for value is taxable. Most goods, wares and merchandise are taxable in Nevada. Services necessary to complete the sale of tangible personal property are taxable.

Liquor License

This account is required for businesses intending to obtain a liquor license in Nevada. An additional Liquor License Application is required for each registered location. You can submit this application here on My Nevada Tax. Nevada liquor licenses are governed by specific requirements outlined under Senate Bill No. 22 (SB 22) and NRS 369.190.

[Cancel](#) [Save Draft](#) [< Previous](#) [Next >](#)

If you answered that you sell direct to consumers you will see this question. Click the Next button.

Sales and Use Tax

Total Estimated Monthly Sales ^{*}
Required

Estimated Nevada Monthly Taxable Sales
\$0.00

Sales and Use Filing ^{*}
Required

[Cancel](#) [Save Draft](#) [< Previous](#) [Next >](#)

The next question is about the location address. This address needs to match the TTB permit address. Click the Next button.

Locations

Location Doing Business As (DBA) Name	Location Street	Location State
+ Add a location		

[Cancel](#) [Save Draft](#) [< Previous](#) [Next >](#)

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

Within the location questions you will see the below questions. If you requested a sales tax account then you will need to answer yes to the first question. The second question pertains to liquor stores. The third question needs to be answered yes.

Location Activities

Does this location have any sales activities?  *

Yes	No
-----	----

Does this location sell liquor at retail? *

Yes	No
-----	----

Does this location supply, manufacture, or wholesale liquor products? *

Yes	No
-----	----

Once you hit add you can then add other locations if those locations also sell liquor into Nevada. That location also needs a TTB permit.

You will see the review screen. If there are any changes that are needed you can click previous to go back.



Affidavit

☒ I declare under penalty of perjury that the information provided is true, correct, and complete to the best of my knowledge and belief, and acknowledge that pursuant to [NRS 239.330](#), it is a category C felony to knowingly offer any false or forged instrument for filing.

[Cancel](#) [Save Draft](#) [Previous](#) [Submit](#)

After this last question you will submit the request for the license location. There will be one more step to request the COC permit.

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

You will be given a confirmation number for the submission.

[< Start Here](#)

Confirmation

Your Register New Business, Account, or Location submission has been successfully received.

Your confirmation number is: **0-000-043-479**. Please retain this number for future reference.

Submission Type: Register New Business, Account, or Location
Submitted: 27-Feb-2025 1:12:09 PM

You may view this submission at any time by logging in to [My Nevada Tax](#).

[Print this Message](#)

[OK](#)

When you click “ok” it will send you to the summary page. You may not be able to see the liquor location. You will need to log out and then log back in.

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

TESTING ACCOUNT


Business Activities

- > [I Want To...](#)
- > [Make a Payment](#)

Sales & Use Tax
TESTING ACCOUNT


Account

- > [Make a Payment](#)
- > [View Locations](#)

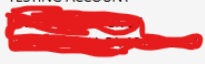
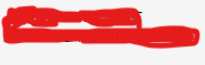
SUT-0000-0005-6309

Active Permits
1

Balance
\$0.00

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

TESTING ACCOUNT 	Business Activities > I Want To... > Make a Payment
Sales & Use Tax TESTING ACCOUNT 	Account SUT-0000-0005-6309 > Make a Payment > View Locations Active Permits 1 Balance \$0.00
Liquor License TESTING ACCOUNT 	Account LQL-0000-0001-5349 > Make a Payment > Apply for Liquor Licenses > Apply for Supplier Certificate of Compliance > View Licenses  No active licenses Balance \$0.00

Under the Liquor License tab you will click on “Apply for Supplier Certificate of Compliance”.

Introduction

Do I need a Certificate of Compliance?

Any business or individual intending to ship alcohol to licensed Nevada importers, holders of a permissible persons permit and or directly to Nevada consumers is required to hold a certificate of compliance.

What do I need to provide?

- A copy of your federal basic permit issued by the department of treasury
- If you are a designated agent you will need to provide copies of your designation
- Fifty (50) dollar license fee

What's next?

- You will be required to maintain a list of brands of alcohol to be shipped into Nevada and the importer or wholesaler receiving each brand. This can be done through My Nevada Tax. Your certificate will need to be renewed by July 1st of each calendar year and will require a fifty (50) dollar renewal fee.
- Liquor Shipment Report - You will be required to submit a report of all shipments of alcoholic beverages to designated Nevada importers or wholesalers made each month, no later than the 10th of the month following the shipment. A report is not required if no shipments were made that month. You may submit the report through My Nevada Tax.
- Liquor Supplier Excise Tax - You are required to report direct shipments of wine to Nevada consumers. The report and payment of tax is due no later than the 20th of the month following the shipment. A report is not required if no shipments were made that month. You may submit the report through My Nevada Tax.

CancelSave Draft

< PreviousNext >

Click the Next button.

It will review the business information previously given. Click the Next button. It will review the corporate officers previously added. Click the Next button.

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL
You will see the questions below.

Introduction

Review Business Information

Corporate Officers

Questionnaire

Questionnaire

Does your business intend to sell alcohol to Nevada wholesalers or importers. *

Does your business intend to sell alcohol to consumers in Nevada? *

Is your business a retailer of liquor in your state ? *

Does your business or its owners hold any ownership in an import, retail, or wholesale business? *

Is your business engaged in contractual manufacturing or brewing? *

Cancel

Save Draft

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If you answer the last question as a yes it will request that you upload the contract agreement. Click the Next button.

Questionnaire

Does your business intend to sell alcohol to Nevada wholesalers or importers.

Does your business intend to sell alcohol to consumers in Nevada?

Is your business a retailer of liquor in your state ?

Does your business or its owners hold any ownership in an import, retail, or wholesale business?

Is your business engaged in contractual manufacturing or brewing?

Provide a copy of the contractual agreement. *

Choose File or Drop Here

Cancel

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APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

The next set of questions is regarding sales direct to consumers. Click the Next button.

Direct to Consumer Sales

Does your business operate a wine of the month club? *

☐ Yes ☐ No

Does your business operate a beer of the month club? *

☐ Yes ☐ No

Does your business sell wine to consumers in Nevada? *

☐ Yes ☐ No

Does your business sell beer to consumers in Nevada? *

☐ Yes ☐ No

Does your business sell distilled spirit to consumers in Nevada? *

☐ Yes ☐ No

[Cancel](#) [Save Draft](#) [< Previous](#) [Next >](#)

Answer the next set of questions and click the Next button after each set of questions.

Business Operation

Does your business operate as any of the following in your state?

☐ Importer

☐ Brewer

☐ Distiller

☐ Manufacturer

☐ Producer

☐ Vintner

☐ Bottler of Liquor

☐ Rectifier

Is this business the designated agent of one of these? *

☐ Yes ☐ No

[Cancel](#) [Save Draft](#) [< Previous](#) [Next >](#)

You will then get to the About the Location section. If you are using a third-party warehouse then you will mark yes on the second question.

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

If you are participating in an event in Nevada you will answer yes to the question below.

The screenshot shows a progress bar at the top with six steps: 1. Questionnaire, 2. Direct to Consumer Sales, 3. Business Operation, 4. Resident Agent, 5. About the Location, and 6. Nevada Event. The 'Nevada Event' step is currently active. Below the progress bar, the title 'Nevada Event' is followed by the question: 'Are you applying for a certificate of compliance in order to supply alcohol to an upcoming event in Nevada?'. There are two radio button options: 'Yes' and 'No'. At the bottom of the form, there are buttons for 'Cancel', 'Save Draft', '< Previous', and 'Next >'.

Answering yes will populate more questions about the event.

This screenshot shows the 'Nevada Event' section with the 'Yes' radio button selected. Below this is the 'Event Information' section, which contains several required fields marked with an asterisk: 'Event Name', 'Event Date', 'Event Street', 'Event Street 2', 'Event Unit Type' (a dropdown menu), 'Event Unit', 'Event City', 'Event Zip Code', and 'Event County' (a dropdown menu). Each field has a 'Required' label. At the bottom left of the form is a 'Verify Address' button with a question mark icon. The bottom navigation bar includes 'Cancel', 'Save Draft', '< Previous', and 'Next >' buttons.

Once you hit the Next button you will get to the review screen.

APPENDIX A

HOW TO APPLY FOR THE CERTIFICATE OF COMPLIANCE (COC) THROUGH THE MY NEVADA TAX PORTAL

Consumer Sales

Business Operation

Resident Agent

About the Location

Nevada Event

Review

You are Applying for the Following Licenses:
Supplier Certificate of Compliance - Any business or individual intending to ship alcohol to licensed Nevada importers, holders of a permissible persons permit and or directly to Nevada consumers is required to hold a certificate of compliance.
Certificate of Compliance Fee
50.00

You will be registered for the following Accounts:
Liquor Shipment Report - You will be required to submit a report of all shipments of alcoholic beverages to designated Nevada importers or wholesalers made each month, no later than the 10th of the month following the shipment. A report is not required if no shipments were made that month. You may submit the report through My Nevada Tax.
Liquor Supplier Excise Tax - You are required to report direct shipments of wine to Nevada consumers. The report and payment of tax is due no later than the 20th of the month following the shipment. A report is not required if no shipments were made that month. You may submit the report through My Nevada Tax.

Affidavit
☐ I declare under penalty of perjury that the information provided is true, correct, and complete to the best of my knowledge and belief, and acknowledge that pursuant to [NRS 239.330](#), it is a category C felony to knowingly offer any false or forged instrument for filing.

CancelSave Draft

< PreviousNext >

Click the check box under the Affidavit and click the Next button. You will then be prompted to make the payment for the \$50.00 fee.

Confirmation
Your Certificate of Compliance Application submission has been successfully received.
Your confirmation number is: **0-000-027-095**. Please retain this number for future reference.
Submission Type: Certificate of Compliance Application
Submitted: 27-Feb-2025 2:24:01 PM
Payment Amount: \$50.00
You may view this submission at any time by logging in to [My Nevada Tax](#).

Print this Message

OK

Click ok and it will take it back to the summary screen. At this point you will email a copy of the TTB permit to NVLiquor@tax.state.nv.us. We will review and process the COC application.