

# TMIR CHECKLIST

Preparing the following items in advance will help you complete the application more efficiently. Please note that this list is not exhaustive; the application will prompt you with specific document upload requirements for each question.

## ALL APPLICANTS

- 9-digit federal Employer Identification Number (EIN), 11-digit Comptroller Number, and TABC Permit type and number

## ALL APPLICANTS

- Written contract with an artist: Make sure it is signed by both the artist and the venue/festival

## ALL APPLICANTS

- Payroll documentation for staff member/contractor tasked with the following: Sound Engineer, Booker, Promoter, Stage Manager, or Security Personnel

## MUSIC VENUES

- Certificate of Occupancy or Occupancy Load Card showing venue capacity

## ALL APPLICANTS

- Photos of live performance space and audience space

## ALL APPLICANTS

- Photos of storage space used for the storage of audio equipment or musical instruments

## BEER AND WINE ONLY LICENSEES

- Itemized Point of Sale (POS) documentation showing the net sales of beer and wine for each month of the fiscal year (September - August)

## BEER AND WINE ONLY LICENSEES

- Sales tax returns submitted to the Comptroller for each month of the fiscal year (September - August)