

TMIR CHECKLIST

Preparing the following items in advance will help you complete the application more efficiently.

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. If it is not signed by both, you will need to submit proof of payment.

ALL APPLICANTS

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

ALL APPLICANTS

- ☐ If you will not be completing the application yourself, please ensure the application login ID and password are documented and readily accessible.

BG AND BW LICENSEES ONLY

- ☐ Itemized Point of Sale (POS) documentation showing the total taxable sales of beer and wine for each month of the fiscal year (September 2024 - August 2025)

BG AND BW LICENSEES ONLY

- ☐ Sales tax returns submitted to the Comptroller for each month of the fiscal year (September 2024 - August 2025)