VAL | VIRGINIA ABC LICENSING

BANQUET APPLICATION TUTORIAL

Virginia Alcoholic Beverage Control Authority

(Rev. 1/2022)

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NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

Helpful TIPS:

- For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.
- If you are not sure which Banquet you need to apply for, use the online Wizard. The Wizard will display the recommended Banquet, how long the application and ABC processing may take, and the list of required documents.
- You should tab in and out of formatted fields such as FEIN, social security numbers, phone numbers and date of birth to avoid getting an error message. The dashes must be entered in the social security field.
- FEIN number is mandatory when applying for a license or a permit.
- Fields with asterisks are required. Any field that has a question mark inside a circle gives additional information about that field.
- Some screens require you to scroll down to continue the application.
- If you do not have an account, refer to the "Create an Account" video tutorial.

1. Log in to Account Central, then the Licensing system will be displayed.

2. Select Create>Create Application.

3. Click the checkbox to accept the General Disclaimer. Click **Continue Application**.

4. Click Events then select the applicable radio button. Click **Continue Application**.

5. Enter required fields in the **Event Location Address** section of the Location Information>Event Location page. Click **Continue Application**.

6. Click **Add New** in the **Applicant** section of the Application Information>Contact Information page.

7. Enter required fields for the applicant on the Contact Information page. Scroll down and click **Add Contact Address**.

8. Select **Address Type>Mailing** on the Contact Address Information page. Enter required fields for the applicant. Click **Save and Close**, then click **Continue**.

9. Review information on the Application Information>Contact Information page. Click **Continue Application**.

10. Click **Add New** in the **Sponsoring Organization** section of the Application Information>Sponsoring Information page. Click **Continue Application**.

11. Enter required fields for the sponsoring organization on the Sponsor Contact Information page. Scroll down and click **Add Contact Address**.

12. Select **Address Type>Mailing** on the Contact Address Information page. Enter required fields for the applicant. Click **Save and Close**, then click **Continue**.

13. Click **Add a Row** on the EventDetailsDateTime page.

14. Enter required fields on the Day and Time Information page. Click **Submit**.

15. Click **Continue Application** on the Event Details>Event Dates and Times page.

16. Enter required fields on the Event Details>Event Information page. Scroll down and click **Continue Application**.

17. Click **Add** on the Supporting Documents>Attachments page.

18. Click **Add** on the File Upload page.

19. Navigate to the file and click **Open** to attach all required files. Click **Continue**.

20. Select **Type** and enter **Description** for all files on the Supporting Documents>Attachments page. Click **Save** then **Continue Application**.

21. If desired, add **Comments** then click **Continue Application**.

22. Review information on the Review page. Scroll down and check the certification checkbox, then click **Continue Application**.

23. Review Pay Fees page then click **Check Out.**

24. Click **Checkout** on the Cart page.

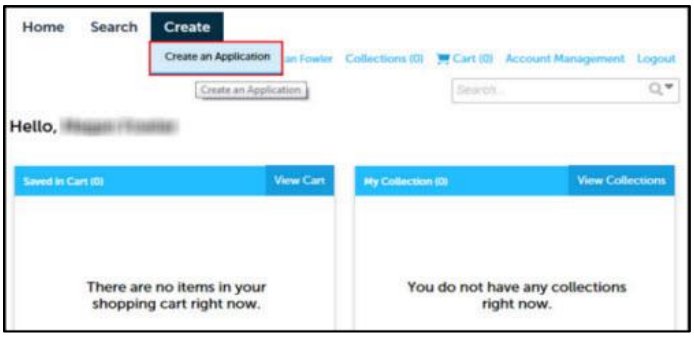
25. Click **Proceed with Payment** on the Payment page.

26. Enter Payment then click **Submit Payment.** Application record numbers are listed after payment is processed.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

Create>Create Application



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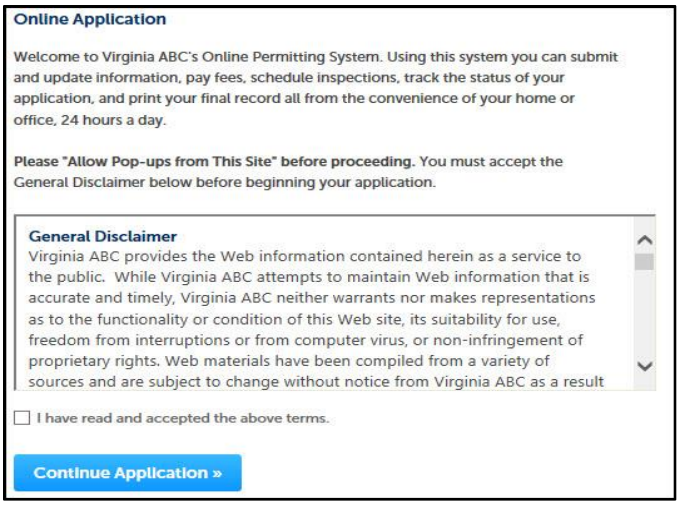
General Disclaimer



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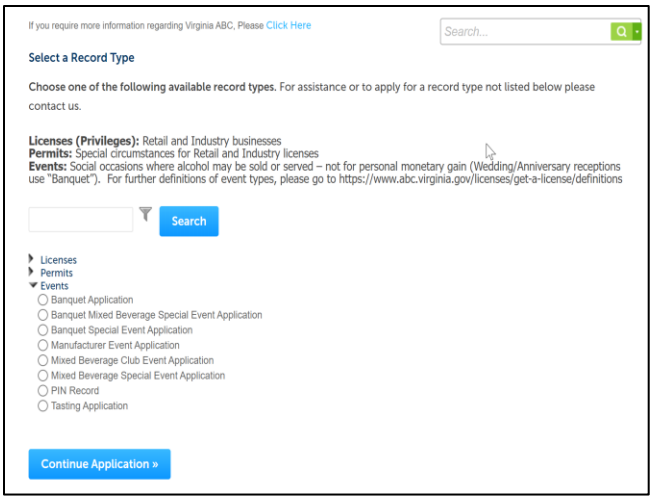
Events



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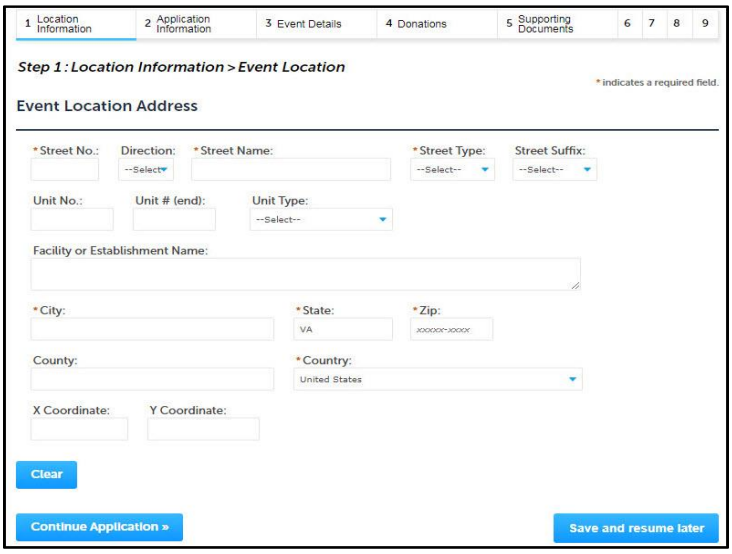
Location Information>Event Location



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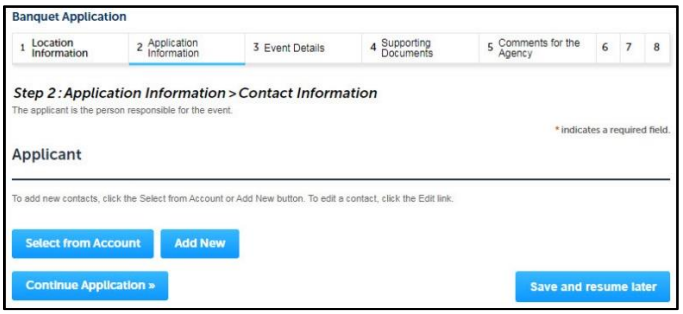
Application Information>Contact Information



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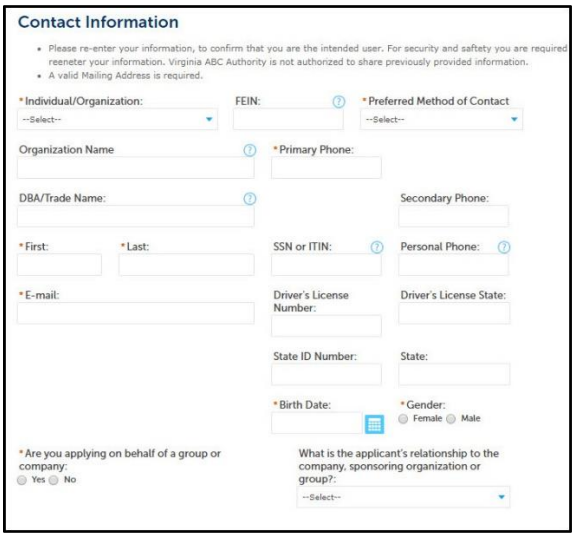
Contact Information



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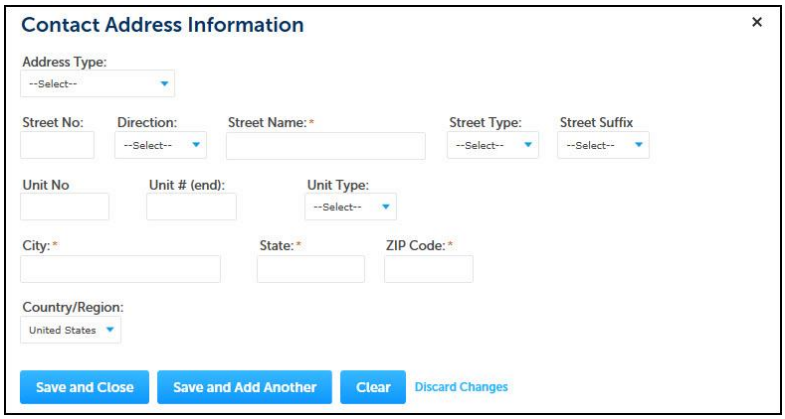
Contact Address Information



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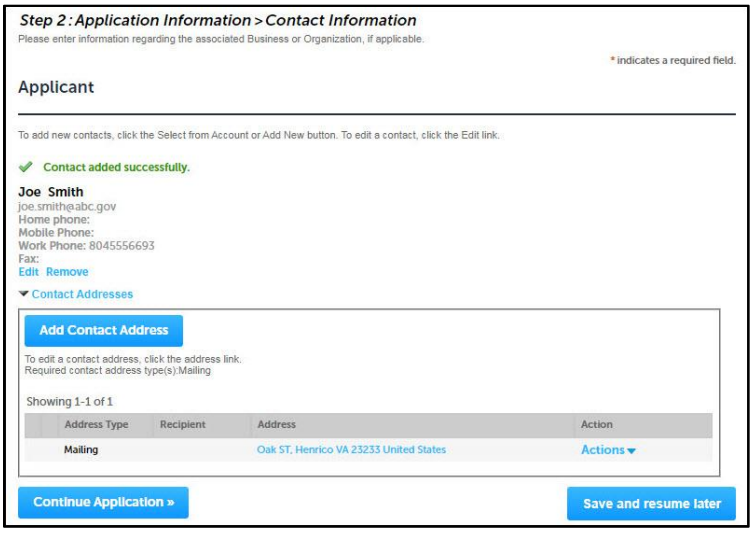
Application Information>Contact Information



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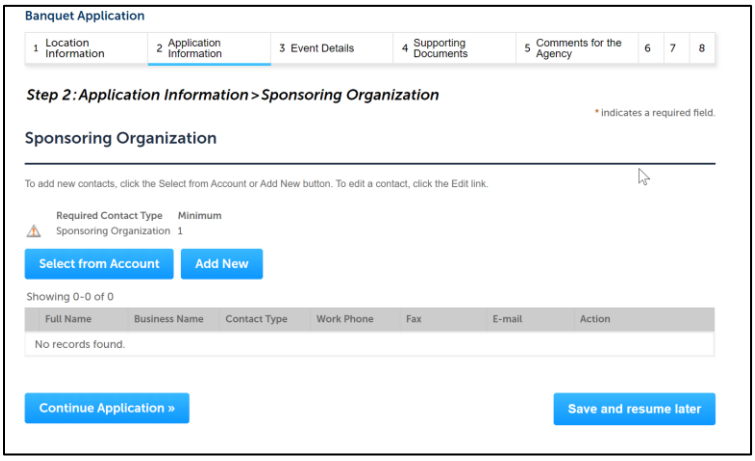
Application Information>Sponsoring Organization



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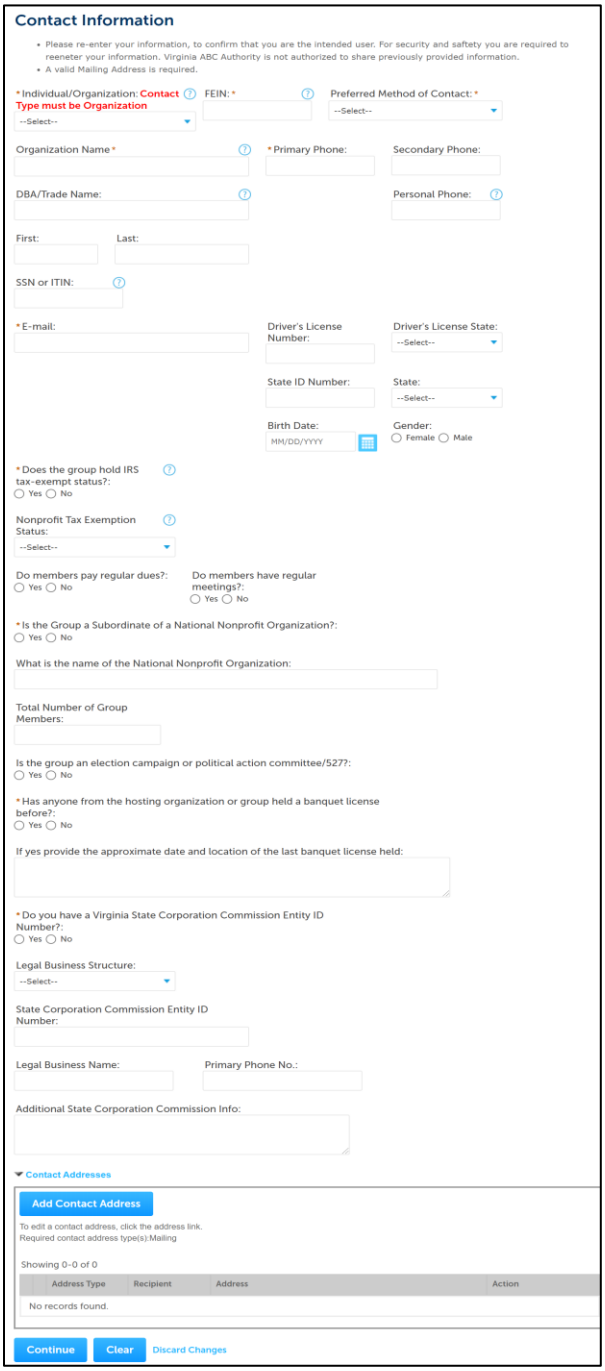
Sponsor Contact Information



Contact Information

- Please re-enter your information, to confirm that you are the intended user. For security and saftety you are required to reenteter your information. Virginia ABC Authority is not authorized to share previously provided information.
- A valid Mailing Address is required.

* Individual/Organization: Contact Type must be Organization
--Select--

FEIN: *

Preferred Method of Contact: *
--Select--

Organization Name *

* Primary Phone:

Secondary Phone:

DBA/Trade Name:

Personal Phone:

First:

Last:

SSN or ITIN:

* E-mail:

Driver's License Number:

Driver's License State:
--Select--

State ID Number:

State:
--Select--

Birth Date:
MM/DD/YYYY

Gender:
Female Male

* Does the group hold IRS tax-exempt status?:
Yes No

Nonprofit Tax Exemption Status:
--Select--

Do members pay regular dues?:
Yes No

Do members have regular meetings?:
Yes No

* Is the Group a Subordinate of a National Nonprofit Organization?:
Yes No

What is the name of the National Nonprofit Organization:

Total Number of Group Members:

Is the group an election campaign or political action committee/527?:
Yes No

* Has anyone from the hosting organization or group held a banquet license before?:
Yes No

If yes provide the approximate date and location of the last banquet license held:

* Do you have a Virginia State Corporation Commission Entity ID Number?:
Yes No

Legal Business Structure:
--Select--

State Corporation Commission Entity ID Number:

Legal Business Name:

Primary Phone No.:

Additional State Corporation Commission Info:

Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s):Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue Clear Discard Changes

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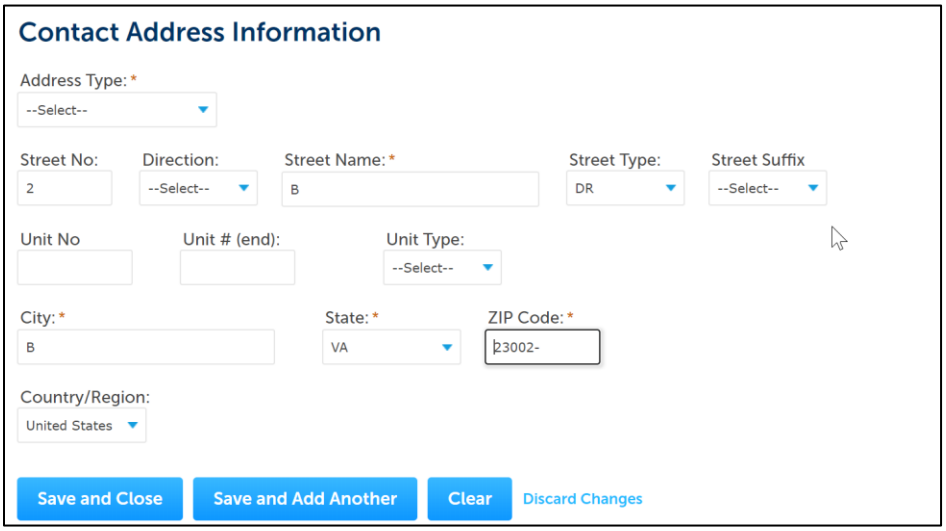
Sponsor Contact Address Information



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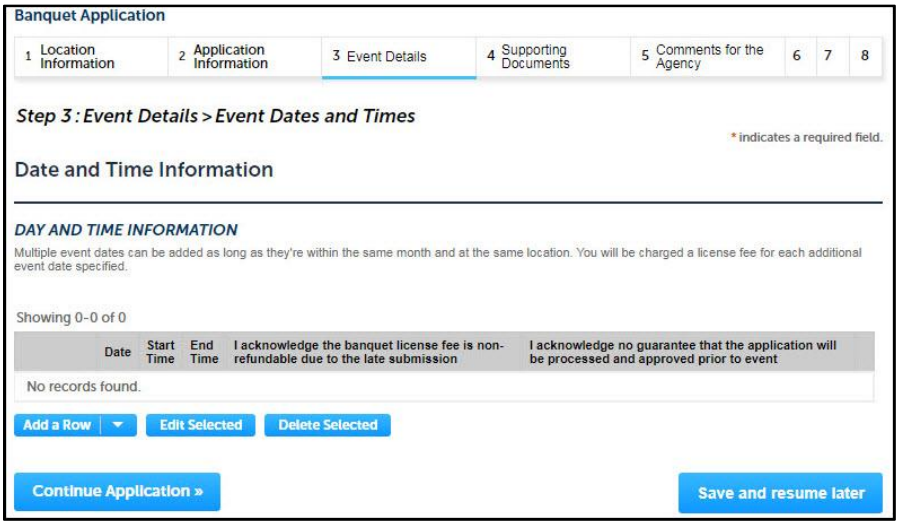
Event Details>Event Dates and Times



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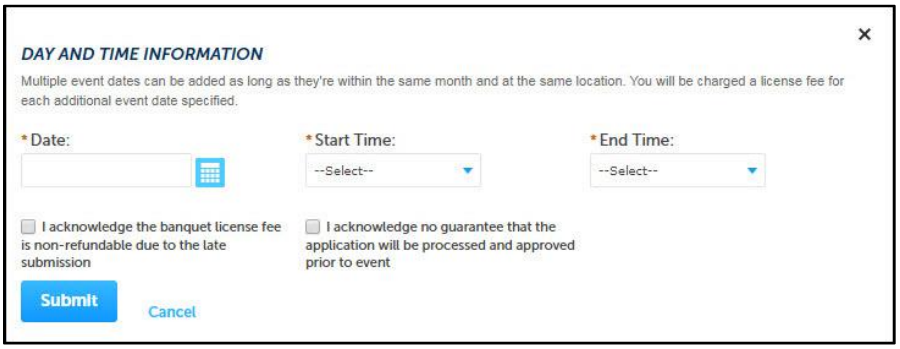
Day and Time Information



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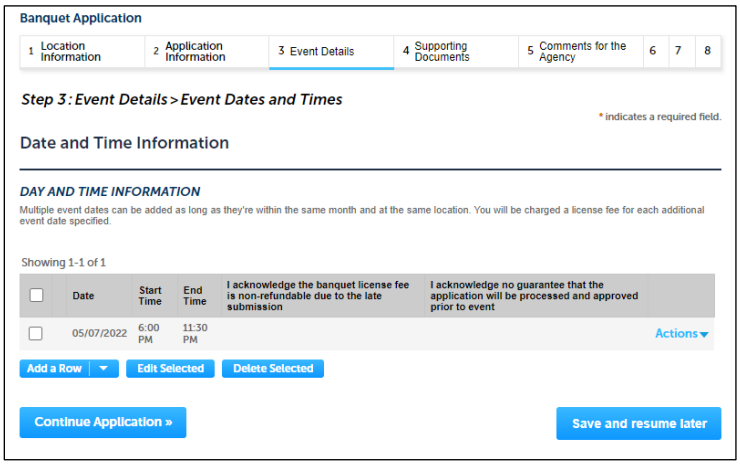
Event Details Event Dates and Times



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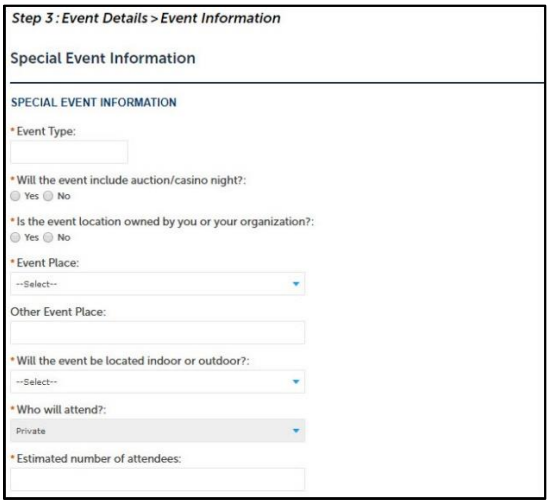
Event Details>Event Information



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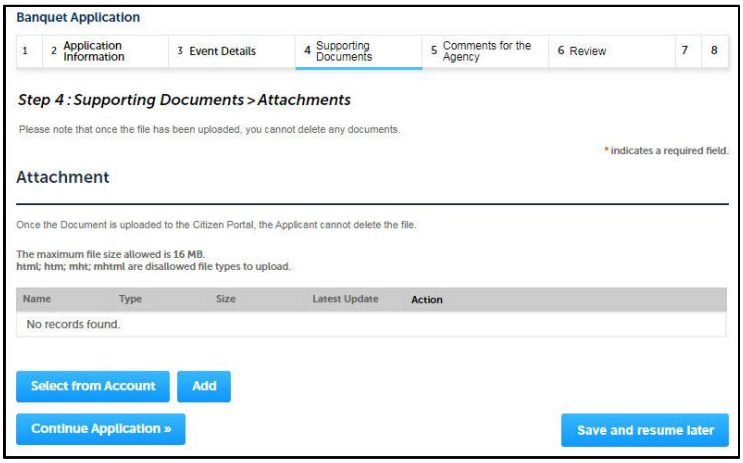
Supporting Documents>Attachments



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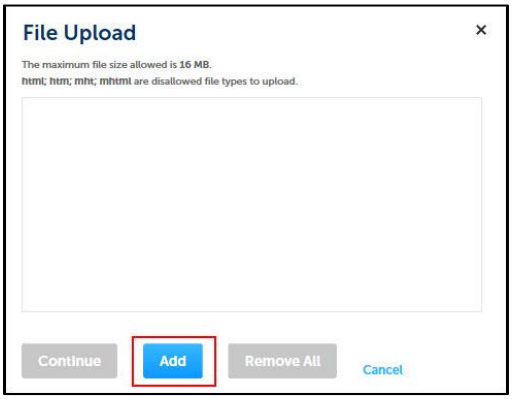
File Upload



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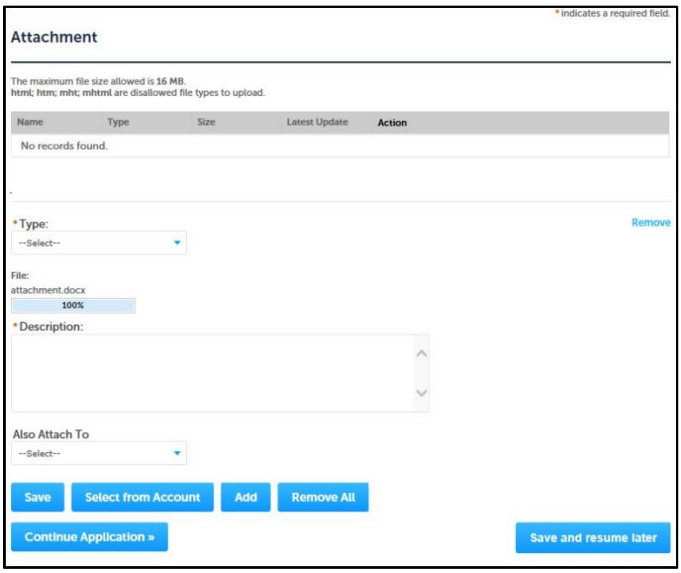
Supporting Documents>Type and Description



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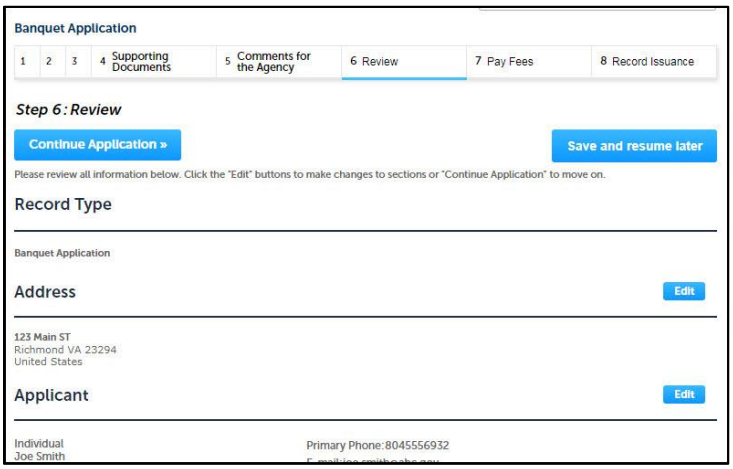
Review



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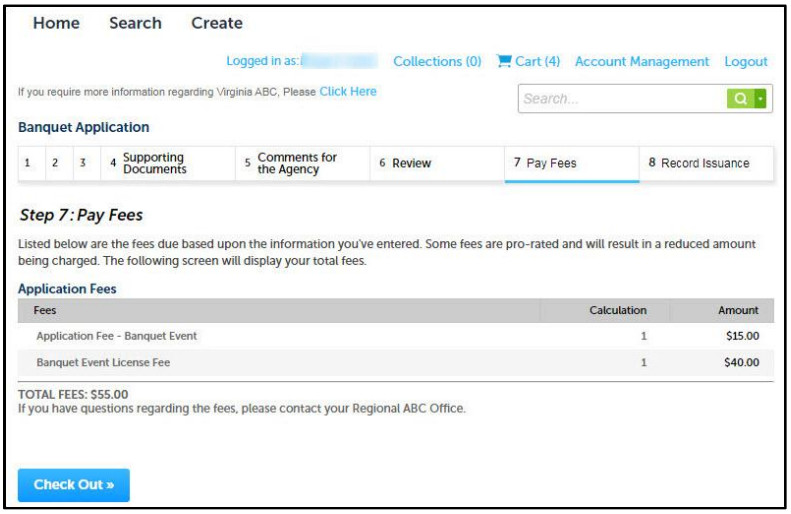
Pay Fees



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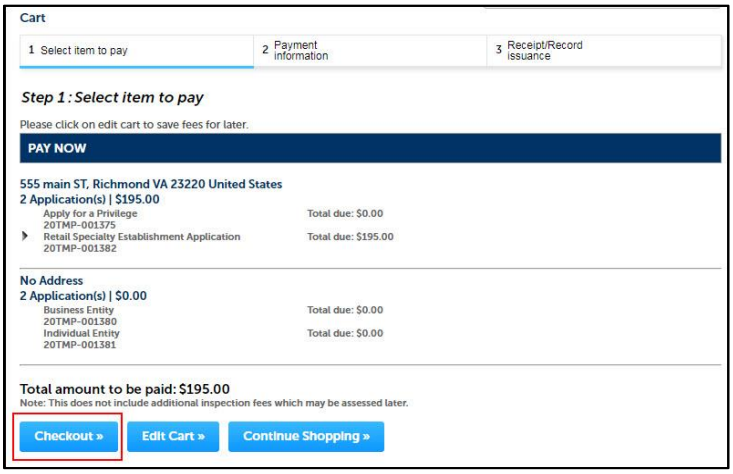
Cart



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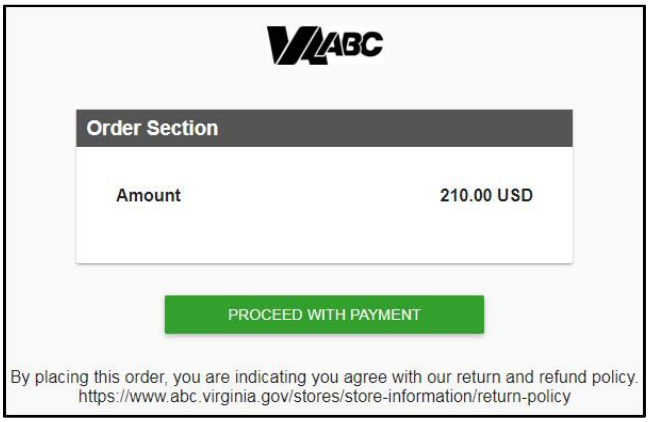
Payment



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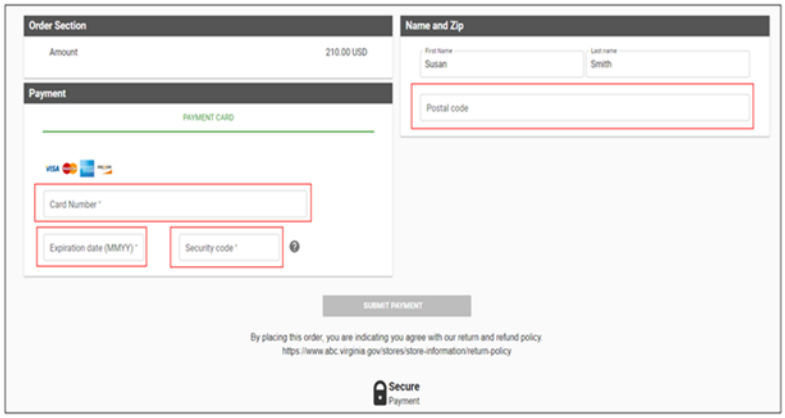
Submit Payment



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