

INSTRUCTIONS

REPORT FORM & REIMBURSEMENT FORM

EASY PROGRAM COMPLIANCE CHECKS

GENERAL

- The EASY Program focuses on off-premise retailers.
 - Any store that sells alcoholic beverages for consumption off-site is eligible to be checked for compliance.
 - The program does not provide reimbursement for compliance checks for on-premise retailers such as clubs, bars, and restaurants.
- The Report Form and Reimbursement Form must be returned to the Highway Safety Office together in order to be processed.
- They must be returned within 90 days of the date of the compliance check(s).
- The information and data you provide on both forms will be used to create databases accessible by local law enforcement agencies and to generate reports for the Legislature.

REPORT FORM

- Compliance checks will be performed according to the procedures that your local agency has already established.
 - Officers and covert underage buyers (CUBs) will participate.
 - If you need information or training to establish local procedures, a link is provided on our website at www.highwaysafety.utah.gov.
- Complete one Report Form for each compliance check you perform – report both successful and unsuccessful purchases.
- The EASY statute allows up to four (4) compliance checks at each off-premise retailer within a 12-month period.

REIMBURSEMENT FORM

- The Reimbursement Form must be accompanied by the related Report Form(s).
- Submit the Reimbursement Forms as you incur the expenses – you don't need to save them for quarterly submission.
 - They must be submitted within 90 days to be reimbursed.

CONTACT INFORMATION

- Please contact Helen Knipe with any questions or concerns at (801) 957-8604, (801) 520-5074, or hknipe@utah.gov.