



MISSOURI DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF ALCOHOL AND TOBACCO CONTROL  
**DROPPING OF PARTNER**

The following partners,

NAME \_\_\_\_\_ NAME \_\_\_\_\_

NAME \_\_\_\_\_ NAME \_\_\_\_\_

being duly sworn upon their oaths, state that on or about \_\_\_\_\_  
(MONTH, DAY, YEAR)

the Supervisor of Alcohol and Tobacco Control of the State of Missouri issued to them as a partnership the

following license \_\_\_\_\_, \_\_\_\_\_, expiring \_\_\_\_\_, authorizing them to  
(LICENSE TYPE) (LICENSE NUMBER) (MONTH, DAY, YEAR)

engage in business at \_\_\_\_\_  
(STREET ADDRESS, CITY, STATE)

They further state that \_\_\_\_\_ and \_\_\_\_\_  
(PARTNER) (PARTNER)

have withdrawn from said partnership, and they request the Supervisor of Alcohol and Tobacco Control of the State of

Missouri to permit the remaining partner(s) \_\_\_\_\_ and \_\_\_\_\_  
(PARTNER) (PARTNER)

to continue to operate under said license for the remainder of the period for which said license was granted.

SIGNATURE OF PARTNER

DATE

SIGNATURE OF PARTNER

DATE

SIGNATURE OF PARTNER

DATE

SIGNATURE OF PARTNER

DATE

**NOTARY INFORMATION**

NOTARY PUBLIC EMBOSSEY OR  
BLACK INK RUBBER STAMP SEAL

STATE

COUNTY (OR CITY OF ST. LOUIS)

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

YEAR

NOTARY PUBLIC SIGNATURE

MY COMMISSION  
EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)

**USE RUBBER STAMP IN CLEAR AREA BELOW.**

**APPROVED BY**

AGENT

DISTRICT SUPERVISOR



## **CHECKLIST OF REQUIREMENTS FOR DROPPING OF PARTNER(S)**

### **PROCEDURE FOR REPORTING DROPPING OF PARTNER(S)**

THIS PROCESS IS LIMITED TO GENERAL PARTNERSHIPS ONLY AND IS FOR DROPPING PARTNERS. ADDING NEW PARTNERS REQUIRES AN ENTIRELY NEW APPLICATION PROCESS.

CORPORATIONS AND LLCs MUST REPORT CHANGES IN STOCK/SHARE VIA THE CHANGE OF ENTITY OWNERSHIP (STOCKS-SHARES) CHECKLIST.

## **ALLOW 10 – 21 DAYS FOR PROCESSING**

### **WHEN TWO OR MORE PARTNERS REMAIN:**

1. APPLICATION FOR DROPPING OF PARTNER – Completed and notarized. NO FEE REQUIRED.
2. MISSOURI RETAIL SALES TAX LICENSE – From the Missouri Department of Revenue, (573) 751-5860, listing the proper legal name of the applicant (sole proprietor, partnership, or entity) applying for the license, the Doing Business As (DBA) or trade name\*, and the correct physical address of the business. If you are in a particular unit(s) or suite(s), this should be listed as part of the address on the sales tax license.  
*Note:* [RSMo. 417.200](#) requires that every name under which any person shall do or transact any business in this state, other than the true name of such person, is considered a fictitious name, and it shall be unlawful to engage in or transact any business under a fictitious name without first registering it with the [secretary of state](#).  
*Additionally, 11 CSR 70-2.140(23) requires that the DBA or trade name used on exterior signage or advertising to be accurately reflected on the state liquor license.*
3. COPY OF SIGNED LEASE, DEED OR RENTAL AGREEMENT – In the names of the remaining partner(s). Must show the correct legal name of the applicant (as listed on the Missouri Retail Sales Tax License and Certificate of Good Standing, if applicable) and the physical address of the building or legal description of the property to be licensed. Applicants who own the real estate property under a separate legal entity and lease to the applicant entity must provide a copy of both the lease and deed for said property.
4. BILL OF SALE – Signed and notarized. In the case of a partner's death, a copy of the death certificate is acceptable in lieu of a bill of sale.

### **IF DROPPING TO A SINGLE INDIVIDUAL:**

1. Steps 1-4 apply.
2. The business structure will be converted to a sole proprietor upon processing (NO FEES REQUIRED).



**CHECKLIST OF REQUIREMENTS FOR DROPPING OF PARTNER(S)**

**IF THE PARTNERSHIP IS DROPPING TO A SINGLE ENTITY:**

1. Steps 1-4 DO NOT apply.
2. A new license application process is required to convert the entity from a partnership to a corporation or LLC. LICENSING FEES APPLY (as well as secondary applications and fees).

**RETURN DOCUMENTS TO:**

| District I – Kansas City  | District II – Jefferson City  | District III – St. Louis  | District V – Springfield   |
|---|---|---|--|
| Division of Alcohol & Tobacco Control<br>8800 E. 63 <sup>rd</sup> Street, Ste. 180<br>Raytown, MO 64133   | Division of Alcohol & Tobacco Control<br>1738 E. Elm St. – Lower Level<br>Jefferson City, MO 65101  | Division of Alcohol & Tobacco Control<br>7545 S. Lindbergh Blvd., Ste. 150<br>St. Louis, MO 63125   | Division of Alcohol & Tobacco Control<br>505 B East Walnut St. – (Lower Level)<br>Springfield, MO 65806  |
| (816) 743-8888  | (573) 526-4026  | (314) 416-6280  | (417) 895-5004   |
| <b>Servicing (Missouri):</b><br>Andrew, Atchison, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Vernon, Worth | <b>Servicing (Missouri):</b><br>Adair, Audrain, Boone, Callaway, Camden, Chariton, Clark, Cole, Cooper, Crawford, Franklin, Gasconade, Howard, Knox, Lewis, Linn, Macon, Maries, Marion, Miller, Moniteau, Monroe, Montgomery, Morgan, Osage, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, Warren, Washington | <b>Servicing (Missouri):</b><br>Bollinger, Butler, Cape Girardeau, Dunklin, Jefferson, Lincoln, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Charles, St. Francois, St. Louis City, St. Louis Co., Ste. Genevieve, Stoddard, Wayne | <b>Servicing (Missouri):</b><br>Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Iron, Jasper, Laclede, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright |
| <b>Non-Missouri:</b><br>Applicants with a legal name beginning with DIGITS or the letter A through F (exclude the word “The” when determining which district to submit to).   | <b>Non-Missouri:</b><br>Applicants with a legal name beginning with the letter G through O (exclude the word “The” when determining which district to submit to).   | <b>Non-Missouri:</b><br>Applicants with a legal name beginning with the letter P through Q (exclude the word “The” when determining which district to submit to).   | <b>Non-Missouri:</b><br>Applicants with a legal name beginning with the letter R through Z (exclude the word “The” when determining which district to submit to).  |