



CHECKLIST OF REQUIREMENTS FOR VINTAGE WINE SOLICITOR LICENSE

PROCEDURE FOR APPLYING FOR A VINTAGE WINE SOLICITOR LICENSE (pursuant to section 311.180 RSMo)

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR VINTAGE WINE SOLICITOR – Completed application form filled out in black ink or typed, signed by the applicant (Sole Owner) and notarized. If applying as partnership, **ALL** partners must sign the application. Corporation or Limited Liability Company applications requires **only the Managing Officer** sign the application.
2. LICENSE FEE – Bank Draft, Money Order, Certified Check or Cashier's Check, payable to the Director of Revenue, State of Missouri, for the correct amount of pro-rated licensefee.
3. CRIMINAL RECORD CHECK – Submission of Criminal Record Check issued by the Missouri State Highway Patrol Criminal Records Division dated within six months of the date of the application for the applicant, or for each partner, or for Corporations and LLC's, the managing officer, each officer, each director, and each shareholder, member or person owning, legally or beneficially, directly or indirectly, ten percent or more of the stock or interest in the business. Must include the individual's full name and any commonly used aliases, date of birth, and social security number. Record checks can be obtained [online](#) or by mail using this [link](#) to access the Criminal Record Check Form.
4. MISSOURI RETAIL SALES TAX LICENSE – Copy of Missouri Retail Sales Tax license in the name of the applicant, or in all partners' names, or in the (Corporation's or L.L.C.) name with the correct address of the business to be licensed.
5. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; **must** be dated within 90 days **and** addressed "To Supervisor of Liquor Control." **Required regardless of exemption status.** Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.
6. TAX RECEIPT – Copy of applicant's, or each partner's, or the managing officer's (Corporation or LLC) paid personal property or real estate tax receipt for the year immediately preceding the date of the application.
7. VOTER REGISTRATION – Copy of applicant's, or each partner's, or the managing officer's (Corporation or LLC) voter's registration card or certificate.
8. PHOTO – Two recent photographs of applicant, or each partner, or the managing officer



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(Corporation or LLC), without hat.

9. PHOTO – Recent photograph of the front of the premises to be licensed.
10. COPY OF SIGNED LEASE, DEED OR RENTAL AGREEMENT – Copy of lease, rental agreement or contract of sale, or copy of warranty deed for premises to be licensed (must be in the name of person, persons or entity applying for the license).
11. CERTIFICATE OF GOOD STANDING – Corporations and LLC's must provide a copy of Certificate of Good Standing from the Missouri Secretary of State within the preceding 90 days. (Information available at www.sos.mo.gov) and Completed Managing Officer Appointment Form.
12. TAX BOND – A Corporate Bond [form](#) properly executed by a bonding company and signed by the sole owner, all partners, or managing officer; or, an Assignment of Certificate of Deposit [form](#) properly executed by your banking institution and with the notarized signatures of the sole owner, all partners, or managing officer. The initial amount shall be \$1,000.00.
13. PRIMARY AMERICAN SOURCE OF SUPPLY – Primary American source of supply registration under Section 311.275.

Upon receipt of the completed application and required items, a license will be issued. However, before shipping alcoholic beverages to licensed wholesalers in this state, licensed solicitors must do the following:

- a) Submit federal label approval along with manufacturer's label.
- b) Submit letter appointing Missouri licensed wholesalers for the product to be sold by wholesalers.

Licensed solicitors may only solicit orders and sell alcoholic beverages to licensed wholesalers in this state. "Primary American Source of Supply" means the manufacturer, bottler or owner of the brand at the time it became a marketable product or the exclusive agent of the above (cannot be both).

Applicable Statutes

Manufacturers, wholesalers, solicitors--license fees--wholesalers, sale to gaming commission licensees, allowed.

311.180(10) For the privilege of selling to duly licensed wholesalers and soliciting orders for the sale of vintage wine as defined in section 311.191, to, by, or through a duly licensed wholesaler within this state, the sum of five hundred dollars.



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Prorated Fee Table (July fee = annual rate)	Vintage Wine Solicitor
July - Jun 30	\$500.00
Aug - Jun 30	\$458.33
Sep - Jun 30	\$416.67
Oct - Jun 30	\$375.00
Nov - Jun 30	\$333.33
Dec - Jun 30	\$291.67
Jan - Jun 30	\$250.00
Feb - Jun 30	\$208.33
Mar - Jun 30	\$166.67
Apr - Jun 30	\$125.00
May - Jun 30	\$83.33
Jun - Jun 30	\$41.67

Licenses are valid from the date the license takes effect through June 30; fees are prorated monthly. Select the current or future month the license should take effect, and the corresponding fee listed is the prorated amount.

RETURN DOCUMENTS TO:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63 rd Street, Ste. 180 Raytown, MO 64133 (816) 743-8888 Servicing: 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	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101 (573) 526-4026 Servicing: 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	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125 (314) 416-6280 Servicing: 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	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806 (417) 895-5004 Servicing: 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