



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have withdrawn from said partnership, and they request the Supervisor of Alcohol and Tobacco Control of the State of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 EMBOSSEER OR BLACK INK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)	
	SUBSCRIBED AN SWORN BEFORE ME, THIS		USE RUBBER STAMP IN CLEAR AREA BELOW.
	DAY OF	YEAR	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	
NOTARY PUBLIC NAME (TYPED OR PRINTED)			

APPROVED BY	
AGENT	DISTRICT SUPERVISOR
MO 829-A0031 (Revised: 9/09/2019)	



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 (In the names of the remaining partner(s)) applying for the license 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.
3. COPY OF SIGNED LEASE, DEED OR RENTAL AGREEMENT – In the names of the remaining partner(s).
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).

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).



CHECKLIST OF REQUIREMENTS FOR DROPPING OF PARTNER(S)

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	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806
(816) 743-8888	(573) 526-4026	(314) 416-6280	(417) 895-5004
Servicing (Missouri): 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	Servicing (Missouri): 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	Servicing (Missouri): 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	Servicing (Missouri): 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
Non-Missouri: 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).	Non-Missouri: Applicants with a legal name beginning with the letter G through O (exclude the word “The” when determining which district to submit to).	Non-Missouri: Applicants with a legal name beginning with the letter P through Q (exclude the word “The” when determining which district to submit to).	Non-Missouri: Applicants with a legal name beginning with the letter R through Z (exclude the word “The” when determining which district to submit to).