



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have withdrawn from said partnership, and they request the Supervisor of Alcohol and Tobacco Control of the State of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

<b>NOTARY INFORMATION</b>			
NOTARY PUBLIC EMBOSSEER OR BLACK INK RUBBER STAMP SEAL	STATE		COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AN SWORN BEFORE ME, THIS		<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>
	DAY OF	YEAR	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	
NOTARY PUBLIC NAME (TYPED OR PRINTED)			

<b>APPROVED BY</b>	
AGENT	DISTRICT SUPERVISOR
MO 829-A0031 (Revised: 10/20/2017)	



Missouri Department of Public Safety  
Division of Alcohol and Tobacco Control  
DROPPING OF PARTNER(S) CHECKLIST

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 – In the names of the remaining partner(s).
3. 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.
4. COPY OF DEED OR SIGNED LEASE – In the names of the remaining partner(s).

**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).



**RETURN DOCUMENTS TO:**

<b>District I – Kansas City</b>	<b>District II – Jefferson City</b>	<b>District III – St. Louis</b>
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> 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
(816) 743-8888	(573) 526-4026	(314) 416-6280
<b>Servicing:</b> Andrew, Atchison, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Worth	<b>Servicing:</b> Adair, Audrain, Barry, Barton, Bates, Benton, Boone, Callaway, Camden, Carter, Cedar, Chariton, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Franklin, Gasconade, Greene, Henry, Hickory, Howard, Howell, Iron, Jasper, Knox, Laclède, Lawrence, Lewis, Linn, Macon, Maries, Marion, McDonald, Miller, Moniteau, Monroe, Montgomery, Morgan, Newton, Oregon, Osage, Ozark, Phelps, Pike, Polk, Pulaski, Putnam, Ralls, Randolph, Reynolds, Ripley, Schuyler, Scotland, Shannon, Shelby, St. Clair, Stone, Sullivan, Taney, Texas, Vernon, Warren, Washington, Webster, Wright	<b>Servicing:</b> 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