



MISSOURI DEPARTMENT OF PUBLIC SAFETY
DIVISION OF ALCOHOL AND TOBACCO CONTROL

APPLICATION FOR REFUND

I/ We, _____, of lawful age, being first duly sworn upon my/our
(SOLE OWNER, MANAGING OFFICER, OR ALL PARTNERS)

oath(s), depose and say that _____
(LEGAL NAME OF ENTITY)

has never used the following license(s) issued by the Supervisor of Alcohol and Tobacco Control of the State of Missouri

for the year commencing _____ : _____ STATE LICENSE TYPE(S) _____ STATE LICENSE NUMBER(S) _____
(YEAR)

Said license(s) is/are:

☐ attached hereto, or

☐ other (please explain) _____

I/We request a refund of the amount paid for said license \$ _____, and requests that the refund in
this amount be mailed to the following address:

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

SIGNATURE OF SOLE OWNER, MANAGING OFFICER, OR PARTNER

DATE

SIGNATURE OF PARTNER

DATE

SIGNATURE OF PARTNER

DATE

SIGNATURE OF PARTNER

DATE

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSEY OR BLACK INK
RUBBER STAMP

STATE OF

COUNTY (OR CITY OF ST. LOUIS)

SUBSCRIBED AND 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)

FOR OFFICE USE ONLY - DO NOT WRITE IN AREA BELOW

REFUND ☐

RECOMMENDED ☐

NOT RECOMMENDED BY AGENT ☐

AGENT

DATE

DISTRICT SUPERVISOR

DATE

STATE SUPERVISOR

DATE



Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

CHECKLIST OF REQUIREMENTS FOR REFUND APPLICATION

REFUNDS MAY BE APPROVED FOR UNUSED LICENSES ONLY.

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR REFUND FORM – Completed and notarized.
2. LICENSE – The unused license for which a refund is being requested must be returned with the application. If you do not have the license, a written explanation must be provided.
3. EXPLANATION FOR REQUEST – A written explanation of why the refund is requested. If the business has or will go out of business, please provide the date the license should be placed out of business. If a temporary event was cancelled/rescheduled, please provide documentation from the property owner or event organizer advising of such.

FOR OFFICE USE ONLY

THE LICENSE NEEDS TO BE PLACED OUT OF BUSINESS BEFORE A REFUND CAN BE ISSUED.
COMPLETE AN OUT OF BUSINESS CARD IF NEEDED AND SUBMIT IT WITH THE REQUEST FOR REFUND.



CHECKLIST OF REQUIREMENTS FOR REFUND APPLICATION

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 (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 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).	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101 (573) 526-4026 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 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).	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125 (314) 416-6280 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 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).	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806 (417) 895-5004 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 the letter R through Z (exclude the word “The” when determining which district to submit to).