



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) _____

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 EMBOSSEUR OR BLACK INK RUBBER STAMP	STATE OF	COUNTY (OR CITY OF ST. LOUIS)		
	SUBSCRIBED AND SWORN BEFORE ME, THIS			
	DAY OF	YEAR	USE RUBBER STAMP IN CLEAR AREA BELOW.	
	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
<p>Division of Alcohol & Tobacco Control 8800 E. 63rd Street, Ste. 180 Raytown, MO 64133 (816) 743-8888</p> <p>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</p> <p>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).</p>	<p>Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101 (573) 526-4026</p> <p>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</p> <p>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).</p>	<p>Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125 (314) 416-6280</p> <p>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</p> <p>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).</p>	<p>Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806 (417) 895-5004</p> <p>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</p> <p>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).</p>