PROCEDURE FOR APPLYING FOR A MANUFACTURER LIQUOR LICENSE (pursuant to section 311.180, RSMo.)

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR MANUFACTURER-SOLICITOR – Completed application form filled out in black ink or typed, signed by the applicant(s) or managing officer and notarized.

2. LICENSE FEE – Bank Draft, Money Order, Certified Check or Cashier's check made payable to the Director of Revenue, State of Missouri, for the correct amount of pro-rated license fee.

3. CRIMINAL RECORD CHECK – Submission of Criminal Record Check issued by the Missouri State Highway Patrol Criminal Records Division dated within 6 months of the date of the application for applicant(s) or for 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 of the applicant. 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, partners, or Corporation or Organization with the correct address of the business to be licensed (only necessary if the Manufacturer plans to sell merchandise/items to consumers).

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’s or L.L.C.) 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’s or L.L.C.) voter’s registration card or certificate.

8. PHOTO – Two recent photographs of applicant, or each partner, or the managing officer (Corporation’s or L.L.C.) without hat.
10. PHOTO – Recent photograph of the front of the premises to be licensed.

11. 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).

12. 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](http://www.sos.mo.gov)).

13. COPY OF FEDERAL PERMIT – From TTB (Alcohol Tax & Trade Bureau).
   a. A federal manufacturer permit or Brewer’s Notice is acceptable for wholesalers distributing product which they produce or manufacture (requires a state manufacturer license under the same legal name, or an application for such submitted in conjunction with the wholesaler application).
   b. A federal wholesaler permit is required for applicants intending to wholesale products which they import or otherwise do not manufacture or produce.

14. TAX BOND – Tax bond properly executed by bonding company, signed by the applicant(s) or managing officer.

15. HEALTH INSPECTION – Copy of completed state health inspection.

**No Financial Interest in Retail Business** - Distillers, wholesalers, winemakers, brewers or their employees, officers or agents, shall not, under any circumstances, directly or indirectly, have any financial interest in the retail business for sale of intoxicating liquors except a distiller whose manufacturing establishment is located within this state may apply for a license to sell intoxicating liquor by the drink in close proximity to the distillery. (*Allows exception for LMS to have retail license*)
CHECKLIST OF REQUIREMENTS FOR MANUFACTURER-SOLICITOR LICENSE

<table>
<thead>
<tr>
<th>Prorated Fee Table (July fee = annual rate)</th>
<th>5MS</th>
<th>22MS</th>
<th>LMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>July - June 30</td>
<td>$250.00</td>
<td>$200.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Aug - June 30</td>
<td>$229.17</td>
<td>$183.33</td>
<td>$412.50</td>
</tr>
<tr>
<td>Sep - June 30</td>
<td>$208.33</td>
<td>$166.67</td>
<td>$375.00</td>
</tr>
<tr>
<td>Oct - June 30</td>
<td>$187.50</td>
<td>$150.00</td>
<td>$337.50</td>
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<tr>
<td>Nov - June 30</td>
<td>$166.67</td>
<td>$133.33</td>
<td>$300.00</td>
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<tr>
<td>Dec - June 30</td>
<td>$145.83</td>
<td>$116.67</td>
<td>$262.50</td>
</tr>
<tr>
<td>Jan - June 30</td>
<td>$125.00</td>
<td>$100.00</td>
<td>$225.00</td>
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<tr>
<td>Feb - June 30</td>
<td>$104.17</td>
<td>$83.33</td>
<td>$187.50</td>
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<tr>
<td>Mar - June 30</td>
<td>$83.33</td>
<td>$66.67</td>
<td>$150.00</td>
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<tr>
<td>Apr - June 30</td>
<td>$62.50</td>
<td>$50.00</td>
<td>$112.50</td>
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<tr>
<td>May - June 30</td>
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<td>Jun 1 - June 30</td>
<td>$20.83</td>
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</table>

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
Division of Alcohol & Tobacco Control
8800 E. 63rd Street, Ste. 180
Raytown, MO 64133
(816) 743-8888
Servicing:
Andrew, Atchison, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Platte, Ray, Worth

District II – Jefferson City
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, Pettis, Pike, Putnam, Ralls, Randolph, Saline, Schuyler, Scotland, Shelby, Sullivan, Vernon, Warren, Washington

District III – St. Louis
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

District V – Springfield
Division of Alcohol & Tobacco Control
505 B East Walnut St. – (Lower Level)
Springfield, MO 65806
(417) 895-5004
Servicing: