



## CHECKLIST OF REQUIREMENTS FOR MANUFACTURER-SOLICITOR LICENSE

### 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.



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8. PHOTO – Two recent photographs of applicant, or each partner, or the managing officer (Corporation's or L.L.C.) without hat.
9. PHOTO – Recent photograph of the front of the premises to be licensed.
10. 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).
11. 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).)
12. COPY OF FEDERAL PERMIT – From TTB (Alcohol Tax & Trade Bureau).
13. TAX BOND – A Corporate Bond [form](#) properly executed by a bonding company and signed by the sole owner, all partners, or managing officer; or, an Assignment of Certificate of Deposit [form](#) properly executed by your banking institution and with the notarized signatures of the sole owner, all partners, or managing officer. The initial amount shall be \$1,000.00.
14. 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)*



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Prorated Fee Table (July fee = annual rate)	5MS	22MS	LMS
	5% Manufacturer-Solicitor	22% Manufacturer-Solicitor	Liquor Manufacturer-Solicitor
July - June 30	\$250.00	\$200.00	\$450.00
Aug - June 30	\$229.17	\$183.33	\$412.50
Sep - June 30	\$208.33	\$166.67	\$375.00
Oct - June 30	\$187.50	\$150.00	\$337.50
Nov - June 30	\$166.67	\$133.33	\$300.00
Dec - June 30	\$145.83	\$116.67	\$262.50
Jan - June 30	\$125.00	\$100.00	\$225.00
Feb - June 30	\$104.17	\$83.33	\$187.50
Mar - June 30	\$83.33	\$66.67	\$150.00
Apr - June 30	\$62.50	\$50.00	\$112.50
May - June 30	\$41.67	\$33.33	\$75.00
Jun 1 - June 30	\$20.83	\$16.67	\$37.50

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.



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**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 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133  (816) 743-8888	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101  (573) 526-4026	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125  (314) 416-6280	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806  (417) 895-5004
<b>Servicing:</b> 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	<b>Servicing:</b> 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	<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	<b>Servicing:</b> 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