



CHECKLIST OF REQUIREMENTS INSTATE-SOLICITOR LICENSE

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

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR INSTATE-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: Intoxicating liquor of all kinds, LS - \$250.00, 22% of alcohol by weight (includes 5% beer), 22S - \$100.00 5% of alcohol by weight, 5S - \$50.00
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 Solicitor 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. 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).
7. 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.)



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8. 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.
9. 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.
10. PRIMARY AMERICAN SOURCE OF SUPPLY – Section 311.275, RSMo, requires all products to be registered with the state of Missouri prior to offering them for sale in Missouri. The ATC Online System is in a web based environment allowing all brand labels to be registered electronically.

Licensed solicitors of liquor, beer or wine desiring to solicit and sell said products to licensed retailers must also obtain an appropriate wholesale-solicitor license and comply with Missouri liquor laws and regulations with regard thereto, with license fees:

Liquor wholesale-solicitor (all kinds), LWS - \$500.00, 22% wholesale-solicitor (includes 5% beer), 22WS - \$200.00 5% wholesale-solicitor, 5WS - \$100.00

Licensed solicitors may only solicit orders and sell alcoholic beverages to licensed wholesalers.

"Primary American Source of Supply" means the manufacturer, bottler or owner of the brand at the time it became a marketable product or the exclusive agent of the above (cannot be both).

Applicable Statutes

Manufacturers, wholesalers, solicitors--license fees--wholesalers, sale to gaming commission licensees, allowed.

Section 311.180 (4) For the privilege of selling to duly licensed wholesalers and soliciting orders for the sale of malt liquor containing not in excess of five percent of alcohol by weight, to, by or through a duly licensed wholesaler within this state, the sum of fifty dollars; [5S - \\$50](#)



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- (5) For the privilege of selling to duly licensed wholesalers and soliciting orders for the sale of intoxicating liquor containing not in excess of twenty-two percent of alcohol by weight, to, by or through a duly licensed wholesaler within this state, the sum of one hundred dollars; **22S - \$100**
- (6) For the privilege of selling to duly licensed wholesalers and soliciting orders for the sale of intoxicating liquor of all kinds, to, by or through a duly licensed wholesaler within this state, the sum of two hundred and fifty dollars; **LS - \$250**

(RSMo 1939 § 4898, A.L. 1945 p. 1043, A.L. 1985 H.B. 369, A.L. 1994 S.B. 651, A.L. 1995 S.B. 43, A.L. 2007 S.B. 299 & S.B. 616)

Wholesale-solicitors registration required--primary American source of supply, defined-- vintage wine registration.

- 311.275. 1. For purposes of tax revenue control, beginning January 1, 1980, no holder of a license to solicit orders for the sale of intoxicating liquor, as defined in this chapter, within this state, other than a wholesale-solicitor, shall solicit, accept, or fill any order for any intoxicating liquor from a holder of a wholesaler's license issued under this chapter, unless the holder of such solicitor's license has registered with the division of alcohol and tobacco control as the primary American source of supply for the brand of intoxicating liquor sold or sought to be sold. The supervisor of alcohol and tobacco control shall provide forms for annual registration as the primary American source of supply, and shall prescribe the procedures for such registration.
- 2. Beginning January 1, 1980, no holder of a wholesaler's license issued under this chapter shall order, purchase or receive any intoxicating liquor from any solicitor, other than a wholesale-solicitor, unless the solicitor has registered with the division of alcohol and tobacco control as the primary American source of supply for the brand of intoxicating liquor ordered, purchased or received.
- 3. The term "primary American source of supply" as used herein shall mean the distiller, producer, the owner of the commodity at the time it became a marketable product, the bottler, or the exclusive agent of any such distiller, producer, bottler or owner, the basic requirement being that the nonresident seller be the first source closest to the manufacturer in the channel of commerce from whom the product can be secured by American wholesalers.
- 4. Any vintage wine solicitor licensed under section 311.180 may register as the primary American source of supply for vintage wine with the division of alcohol and tobacco control, provided that another solicitor is not registered as the primary American source of supply for the vintage wine and the vintage wine has been approved for sale by the federal Alcohol and Tobacco Tax and Trade Bureau.

(L. 1979 H.B. 701, A.L. 2007 S.B. 299 & S.B. 616)



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Prorated Fee Table (July fee = annual rate)	5S	22S	LS
	5% Solicitor	22% Solicitor	Liquor Solicitor
July - June 30	\$50.00	\$100.00	\$250.00
Aug - June 30	\$45.83	\$91.67	\$229.17
Sep - June 30	\$41.67	\$83.33	\$208.33
Oct - June 30	\$37.50	\$75.00	\$187.50
Nov - June 30	\$33.33	\$66.67	\$166.67
Dec - June 30	\$29.17	\$58.33	\$145.83
Jan - June 30	\$25.00	\$50.00	\$125.00
Feb - June 30	\$20.83	\$41.67	\$104.17
Mar - June 30	\$16.67	\$33.33	\$83.33
Apr - June 30	\$12.50	\$25.00	\$62.50
May - June 30	\$8.33	\$16.67	\$41.67
Jun 1 - June 30	\$4.17	\$8.33	\$20.83

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	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: 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	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101 (573) 526-4026 Servicing: Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Henry, Hickory, Howell, Iron, Jasper, Laclede, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright	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	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806 (417) 895-5004 Servicing: 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