



## CHECKLIST OF REQUIREMENTS FOR WHOLESALE-SOLICITOR LICENSE

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

## ALLOW 10 – 21 DAYS FOR PROCESSING

1. [APPLICATION FOR WHOLESALER](#) – Completed and notarized.
2. LICENSE FEE – Cashier’s check or money order made payable to Missouri Director of Revenue for new license type. See pro-rated schedule below.
3. NATURALIZATION CERTIFICATE OR PASSPORT – If the sole owner, any partner, or the managing officer of an entity was born outside the U.S., a copy of that individual’s naturalization certificate or valid U.S. Passport is required.
4. CRIMINAL RECORD CHECK – Must be from the Missouri State Highway Patrol and dated within six (6) months (record checks from third party vendors will not be accepted). Must include the individual’s full name and any commonly used alias (es), date of birth, and social security number. Record checks can be obtained same-day via the [online](#) portal, or by mail using this [link](#) to access the Criminal Record Check Form. Records checks are required for the sole owner (sole proprietor), all partners (partnership), and the managing officer (LLC or corporations). Additionally, all officers and/or directors, and all stock/share holder(s) owning 10% or more overall of the applicant entity.
5. MISSOURI RETAIL SALES TAX LICENSE – From the Missouri Department of Revenue, (573) 751-5860, listing the proper legal name of the applicant (sole proprietor, partnership, or entity) applying for the license and the correct physical address of the business. If you are in a particular unit(s) or suite(s), this should be listed as part of the address on the sales tax license. \*This is not required if the wholesaler is not selling merchandise or other retail items.
6. 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. \*This is not required if number 5 is not applicable.
7. TAX RECEIPT – Copy of the paid personal property tax or real estate tax receipt for the preceding year of the sole owner (sole proprietor), all partners (partnership), or the



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managing officer (LLC or corporations). A waiver of non-assessment will be accepted in lieu of the paid receipt if taxes were not owed the preceding year.

8. VOTER REGISTRATION – Proof of voter registration (ex. copy of voter registration card, letter, etc.) or printout from the Missouri Secretary of State’s [voter verification website](#).
9. PHOTO – Of sole owner, all partners, or managing officer (no hats or sunglasses). Gray-scale or black and white computer printouts are acceptable so long as features are clear. This can be attached to page 2 of the application, or included separately.
10. PHOTO – Of front of the building. Include a photo of any exterior area(s) to be added, such as a patio, deck or sidewalk cafe. Gray-scale or black and white computer printouts are acceptable so long as features are clear. This can be attached to page 5 of the application, or included separately.
11. COPY OF SIGNED LEASE, DEED OR RENTAL AGREEMENT – Must show the correct legal name of the applicant (as listed on the Missouri Retail Sales Tax License and Certificate of Good Standing, if applicable) and the physical address of the building or legal description of the property to be licensed.
12. CERTIFICATE OF GOOD STANDING – From the Secretary of State, dated within 90 days for the applicant organization. *Not applicable to sole proprietors or general partnerships.*
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. COPY OF BREWERY AGREEMENT OR SWORN STATEMENT – Must designate the wholesaler’s geographical trade territory for malt beverages.



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❖ NOTES

- Corporations or LLCs applying for a wholesale license in excess of 5% of alcohol by weight **must qualify as a resident corporation** (section [311.060](#), subsection 2(3) and 3). (5% wholesale-solicitors do not have to be a resident corporation.)
- Before selling intoxicating liquor in excess of 5% of alcohol by weight to licensed retailers, wholesalers **must make their pricing available** to retailers 5 days prior to the month of the pricing.
- Licensed Missouri wholesale-solicitors **must purchase from licensed solicitors** who are the primary American source of supply and maintain a warehouse in this state for storage of alcoholic beverages.

Prorated Fee Table (July fee = annual rate)	5WS	22WS	LWS
	5% Wholesale-Solicitor	22% Wholesale-Solicitor	Liquor Wholesale-Solicitor
July - June 30	\$100.00	\$200.00	\$500.00
Aug - June 30	\$91.67	\$183.33	\$458.33
Sep - June 30	\$83.33	\$166.67	\$416.67
Oct - June 30	\$75.00	\$150.00	\$375.00
Nov - June 30	\$66.67	\$133.33	\$333.33
Dec - June 30	\$58.33	\$116.67	\$291.67
Jan - June 30	\$50.00	\$100.00	\$250.00
Feb - June 30	\$41.67	\$83.33	\$208.33
Mar - June 30	\$33.33	\$66.67	\$166.67
Apr - June 30	\$25.00	\$50.00	\$125.00
May - June 30	\$16.67	\$33.33	\$83.33
Jun 1 - June 30	\$8.33	\$16.67	\$41.67

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	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806
(816) 743-8888	(573) 526-4026	(314) 416-6280	(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