Missouri Department of Public Safety
Division of Alcohol and Tobacco Control

CHECKLIST OF REQUIREMENTS FOR A SEASONAL RESORT 'RENEWAL'

PROCEDURE FOR RETURNING SEASONAL RESORT LICENSEES WHO WERE LICENSED THE PREVIOUS YEAR AS SUCH

ALLOW A MINIMUM OF 30 DAYS FOR PROCESSING[1]

1. PRIMARY RETAIL APPLICATION – Complete online.

2. LICENSING FEE – Payment options include credit card or electronic check for $25.00 per month the business intends to operate (maximum of eight (8) CONSECUTIVE months or $200.00). A separate transaction fee will apply.

3. CRIMINAL RECORD CHECK – A criminal record check dated within six (6) months of the date of application, which includes the 1) individual's full name and any commonly used aliases, 2) date of birth, and 3) social security number. Record checks are required for the 1) sole owner, all partners, or the managing officer (based on the business structure), 2) each officer/director for the applicant entity (regardless of ownership percentage), and 3) each shareholder, member or person owning, legally or beneficially, directly or indirectly, ten percent or more of the stock or interest in the business. See Reporting Corporate Structure.

    - **Missouri Residents:** Submission of a criminal record check issued by the Missouri State Highway Patrol Criminal Records Division. Missouri record checks can be obtained online or by mail using this link to access the Criminal Record Check Form. https://www.machs.mo.gov/MACHSFP/home.html
    - **Non-Missouri Residents:** A criminal record check issued from the individual's state in which they reside. criminal-record-resources.pdf (mo.gov)

4. 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, the Doing Business As (DBA) or trade name*, 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. *Note:* RSMo. 417.200 requires that every name under which any person shall do or transact any business in this state, other than the true name of such person, is considered a fictitious name, and it shall be unlawful to engage in or transact any business under a fictitious name without first registering it with the secretary of state. *Additionally, 11 CSR 70-2.140(23) requires that the*

[1] Processing times may vary based on seasonal demands.

DBA or trade name used on exterior signage or advertising to be accurately reflected on the state liquor license.

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. CERTIFICATE OF GOOD STANDING – From the Secretary of State or applicable state authority, dated within 90 days for the applicant organization. Not applicable to sole proprietors or general partnerships. Entities applying within 90 days of forming the entity may submit the Articles of Organization certificate in lieu of a Certificate of Good Standing. Required for the applicant entity and all legal entities owning or controlling ten percent or more of the stock or interest in the business.

7. SEASONAL RESORT CERTIFICATION – Certification for Seasonal Resort completed and notarized.

8. VERIFICATION OF GROSS RECEIPTS – Seasonal resort schedule of gross receipts. See page 3 of this checklist.

OTHER

9. LOCAL AND FEDERAL LICENSING/REGISTRATION REQUIREMENTS:
   - Licensees may be subject to local (city and/or county) licensing requirements and certain filing requirements with the state. See RSMo. 311.220, 311.480.
   - The Alcohol and Tobacco Tax and Trade Bureau (TTB) requires persons engaged in the business of selling or offering to sell distilled spirits, wine, or beer to register as an alcohol dealer prior to engaging in business. Follow this link for more information. https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers

REVIEWED BY:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63rd 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
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	**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, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, Warren, Washington	**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	**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