



CHECKLIST OF REQUIREMENTS FOR CHANGE OF ENTITY NAME

PROCEDURE FOR REPORTING A CHANGE OF LEGAL NAME

CHANGES IN DBA (DOING BUSINESS AS) ARE REPORTED DIFFERENTLY; SEE APPROPRIATE CHECKLIST.

ALLOW 10 – 21 DAYS FOR PROCESSING

1. PRIMARY APPLICATION – Completed and notarized.
 - a. If applicant has more than one primary license type (ex. manufacturer, wholesale and retail by drink) then a new application is required for each primary license type.

2. LICENSING FEE(S) – No fee is required IF the Missouri tax ID number AND the Secretary of State charter number remain the same. IF ONE OR BOTH NUMBERS CHANGE, appropriate primary license fees and any corresponding secondary license fees (and applications) are required.

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

4. 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.



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5. 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.

SPECIAL REQUIREMENTS:

6. AFFIDAVIT OF NO CHANGE – Written statement of no change in officers or shareholders – only the legal name.
7. AMENDMENT CERTIFICATE – From the Secretary of State, amending the name of the entity.
8. FEDERAL LICENSEES – If the licensee holds a federal license through TTB (Alcohol and Tobacco Tax and Trade Bureau), such as a solicitor, manufacturer and/or wholesaler, an updated TTB permit or license is required approving the new legal name.
9. TAX BOND – Manufacturers and solicitors must submit a properly executed Corporate Bond form or bond continuation letter for the re-named entity.

IF THE NAME CHANGE IS FOR A PARENT ORGANIZATION, AND NOT THE LICENSEE, ALL THAT IS REQUIRED IS A COPY OF THE AMENDMENT CERTIFICATE (#5) AND AN AFFIDAVIT OF NO CHANGE (#2).



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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 rd 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 (Missouri): Andrew, Atchison, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livington, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Vernon, Worth	Servicing (Missouri): 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 (Missouri): 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 (Missouri): 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
Non-Missouri: Applicants with a legal name beginning with DIGITS or the letter A through F (exclude the word “The” when determining which district to submit to).	Non-Missouri: Applicants with a legal name beginning with the letter G through O (exclude the word “The” when determining which district to submit to).	Non-Missouri: Applicants with a legal name beginning with the letter P through Q (exclude the word “The” when determining which district to submit to).	Non-Missouri: Applicants with a legal name beginning with the letter R through Z (exclude the word “The” when determining which district to submit to).