



Missouri Department of Public Safety  
Division of Alcohol and Tobacco Control  
CHANGE OF ENTITY NAME CHECKLIST

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. Note: Photos of managing officer and building are not required if no changes have occurred. **NO FEE REQUIRED.**
  - 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. AFFIDAVIT OF NO CHANGE – Written statement of no change in officers or shareholders – only the legal name.
3. SALES TAX LICENSE – Copy of the Missouri Retail Sales Tax License in the name of the new entity.
4. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days. **Required regardless of exemption status.** Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.
5. CERTIFICATE OF GOOD STANDING – From the Secretary of State, dated within 90 days for the applicant organization.
6. AMENDMENT CERTIFICATE – From the Secretary of State, amending the name of the entity.
7. 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.
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 physical address.



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- a. 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).**

**RETURN DOCUMENTS TO:**

<p><b>District I – Kansas City</b>          Division of Alcohol &amp; Tobacco Control          8800 E. 63<sup>rd</sup> Street, Ste. 180          Raytown, MO 64133</p> <p>(816) 743-8888</p> <p><b>Servicing:</b>          Andrew, Atchison, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Worth</p>	<p><b>District II – Jefferson City</b>          Division of Alcohol &amp; Tobacco Control          1738 E. Elm St. – Lower Level          Jefferson City, MO 65101</p> <p>(573) 526-4026</p> <p><b>Servicing:</b>          Adair, Audrain, Barry, Barton, Bates, Benton, Boone, Callaway, Camden, Carter, Cedar, Chariton, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Franklin, Gasconade, Greene, Henry, Hickory, Howard, Howell, Iron, Jasper, Knox, Laclede, Lawrence, Lewis, Linn, Macon, Maries, Marion, McDonald, Miller, Moniteau, Monroe, Montgomery, Morgan, Newton, Oregon, Osage, Ozark, Phelps, Pike, Polk, Pulaski, Putnam, Ralls, Randolph, Reynolds, Ripley, Schuyler, Scotland, Shannon, Shelby, St. Clair, Stone, Sullivan, Taney, Texas, Vernon, Warren, Washington, Webster, Wright</p>	<p><b>District III – St. Louis</b>          Division of Alcohol &amp; Tobacco Control          7545 S. Lindbergh Blvd., Ste. 150          St. Louis, MO 63125</p> <p>(314) 416-6280</p> <p><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</p>
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