



Missouri Department of Public Safety  
Division of Alcohol and Tobacco Control

**CHECKLIST OF REQUIREMENTS FOR CHANGE OF ENTITY OWNERSHIP  
(STOCKS/SHARES)**

**PROCEDURE FOR REPORTING CHANGE OF OWNERSHIP STOCK OR SHARES – OF  
ANY PERCENTAGE – AS REQUIRED BY 11 CSR 70-2.030(1)**

CHANGE IN OWNERSHIP FOR A SOLE PROPRIETOR REQUIRES AN ENTIRELY NEW APPLICATION PROCESS.

CHANGE IN OWNERSHIP FOR A PARTNERSHIP REQUIRES A DROPPING OF PARTNER PROCESS FOR REMOVING PARTNER(S) OR AN ENTIRELY NEW APPLICATION PROCESS TO ADD PARTNER(S).

**ALLOW 10 – 21 DAYS FOR PROCESSING**

**REQUIREMENTS FOR STOCK TRANSFERS OF 50% OR LESS (NO FEE REQUIRED):**

1. STATEMENT OF CHANGE - Written statement of what change(s) are being made.
2. PRIMARY APPLICATION – Completed and notarized. If applicant has more than one primary license type (ex. manufacturer and wholesale) then a new application is required for each primary license type. Likewise, if a licensee holds licenses under the same legal name at more than one location, applications should be submitted for all affected licenses. Note: Photos of managing officer and building are not required if no changes have occurred. NO FEES REQUIRED IF transfer is 50% or less.
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.
  - **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 \(mo.gov\)](criminal-record-resources.pdf (mo.gov))
4. 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 any newly added legal entity owning or controlling ten percent or more of the stock or interest in the business.



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5. SIGNED STOCK SALE/TRANSFER AGREEMENT, OR MERGER, WHICHEVER APPLIES. In instances of a member's death, a copy of the individual's death certificate is acceptable. If the spouse listed on the death certificate is not the beneficiary of the business shares, we also need a copy of the beneficiary paperwork showing who the recipient is, and any subsequent stock transfer, if applicable.

**ADDITIONAL REQUIREMENTS FOR STOCK TRANSFERS EXCEEDING 50% (FEE REQUIRED):**

6. LICENSE FEE – **Money Order or Cashier's Check** made payable to Missouri Director of Revenue. Contact your local office for the correct prorated fee (annual fee is only required in July).
7. 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.*
8. 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.
9. 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.
10. REPORTING OWNERSHIP AS AN ENTITY – See 11 CSR 70-2.020(5) for guidance.



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11. TRUSTS – See 11 CSR 70-2.020(20) for guidance. Additionally, the following must be supplied at the time of application:

- Completed mandatory attestation form (available on our website Licensing/Other Licensing Forms);
- Certification of trust

12. COPY OF FEDERAL PERMIT – Copy of the Federal Basic Permit, if applicable.

13. TAX BOND – Tax bond properly executed by bonding company, signed by the applicant(s) or managing officer, if applicable.

14. Secondary License Application(s) and Prorated Fee(s) – Required for any applicable secondary licenses. Separate cashier's checks or money orders are required.

Prorated Fee Table (July fee = annual rate)	RBD/B/E/K/M/R, SF3*, MWBD, Ext. Hrs.	LS, 5MS	SOP, SBD, 5SBD, 22MS, 22WS	OPL, RR*, SF1**, 5WS, 22S	COL	5BD/W, 5OP, VWAM, 5S	OPT	LMS	VWA, VWS, LWS
July - Jun 30	\$300.00	\$250.00	\$200.00	\$100.00	\$60.00	\$50.00	\$25.00	\$450.00	\$500.00
Aug - Jun 30	\$275.00	\$229.17	\$183.33	\$91.67	\$55.00	\$45.83	\$22.92	\$412.50	\$458.33
Sep - Jun 30	\$250.00	\$208.33	\$166.67	\$83.33	\$50.00	\$41.67	\$20.83	\$375.00	\$416.67
Oct - Jun 30	\$225.00	\$187.50	\$150.00	\$75.00	\$45.00	\$37.50	\$18.75	\$337.50	\$375.00
Nov - Jun 30	\$200.00	\$166.67	\$133.33	\$66.67	\$40.00	\$33.33	\$16.67	\$300.00	\$333.33
Dec - Jun 30	\$175.00	\$145.83	\$116.67	\$58.33	\$35.00	\$29.17	\$14.58	\$262.50	\$291.67
Jan - Jun 30	\$150.00	\$125.00	\$100.00	\$50.00	\$30.00	\$25.00	\$12.50	\$225.00	\$250.00
Feb - Jun 30	\$125.00	\$104.17	\$83.33	\$41.67	\$25.00	\$20.83	\$10.42	\$187.50	\$208.33
Mar - Jun 30	\$100.00	\$83.33	\$66.67	\$33.33	\$20.00	\$16.67	\$8.33	\$150.00	\$166.67
Apr - Jun 30	\$75.00	\$62.50	\$50.00	\$25.00	\$15.00	\$12.50	\$6.25	\$112.50	\$125.00
May - Jun 30	\$50.00	\$41.67	\$33.33	\$16.67	\$10.00	\$8.33	\$4.17	\$75.00	\$83.33
Jun - Jun 30	\$25.00	\$20.83	\$16.67	\$8.33	\$5.00	\$4.17	\$2.08	\$37.50	\$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  (816) 743-8888	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101  (573) 526-4026	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125  (314) 416-6280	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806  (417) 895-5004
<b>Servicing (Missouri):</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 (Missouri):</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 (Missouri):</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 (Missouri):</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
<b>Non-Missouri:</b> 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).	<b>Non-Missouri:</b> Applicants with a legal name beginning with the letter G through O (exclude the word "The" when determining which district to submit to).	<b>Non-Missouri:</b> Applicants with a legal name beginning with the letter P through Q (exclude the word "The" when determining which district to submit to).	<b>Non-Missouri:</b> Applicants with a legal name beginning with the letter R through Z (exclude the word "The" when determining which district to submit to).