



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. CERTIFICATE OF GOOD STANDING – From the Secretary of State, dated within 90 days for the applicant organization and ALL parent/umbrella organizations. *Not applicable to sole proprietors or general partnerships.*
4. 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.
5. NAME SEARCH CRIMINAL RECORD CHECK – For any NEW owner(s) with 10% or more ownership. Must be from the Missouri State Highway Patrol (checks from third party vendors will not be accepted) and dated within six (6) months. Must include the individual's full name and any commonly used aliases, date of birth, and social security number. Record checks can be obtained [online](#) or by mail using their [form](#).



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

6. PRIMARY APPLICATION FEE – Cashier’s check or money order made payable to Director of Revenue. Contact your local office for the correct prorated fee (annual fee is only required in July). CANNOT BE COMBINED WITH OTHER LICENSE FEES.
7. SECONDARY APPLICATION(S) (ex. Sunday, Tasting, extended hours, etc.) – Completed and notarized.
8. SECONDARY APPLICATION FEE(S) – Cashier’s check or money order made payable to Director of Revenue. Contact your local office for the correct prorated fee (annual fee is only required in July). CANNOT BE COMBINED WITH OTHER LICENSE FEES.
9. MISSOURI RETAIL SALES TAX LICENSE – From the Missouri Department of Revenue, (573) 751-5860, listing the proper legal name of the entity applying for the license and the correct physical address of the business.
10. 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.

RETURN DOCUMENTS TO:



CHANGE OF ENTITY OWNERSHIP (STOCKS/SHARES) CHECKLIST

<p>District I – Kansas City Division of Alcohol & Tobacco Control 8800 E. 63rd Street, Ste. 180 Raytown, MO 64133</p> <p>(816) 743-8888</p> <p>Servicing: 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>District II – Jefferson City Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101</p> <p>(573) 526-4026</p> <p>Servicing: 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>District III – St. Louis Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125</p> <p>(314) 416-6280</p> <p>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</p>
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