PROCEDURE FOR REPORTING DROPPING OF PARTNER(S)

THIS PROCESS IS LIMITED TO GENERAL PARTNERSHIPS ONLY AND IS FOR DROPPING PARTNERS. ADDING NEW PARTNERS REQUIRES AN ENTIRELY NEW APPLICATION PROCESS.

CORPORATIONS AND LLCs MUST REPORT CHANGES IN STOCK/SHEARE VIA THE CHANGE OF ENTITY OWNERSHIP (STOCKS-SHARES) CHECKLIST.

ALLOW 10 – 21 DAYS FOR PROCESSING

WHEN TWO OR MORE PARTNERS REMAIN:

1. APPLICATION FOR DROPPING OF PARTNER – Completed and notarized. NO FEE REQUIRED.

2. MISSOURI RETAIL SALES TAX LICENSE – From the Missouri Department of Revenue, (573) 751-5860, listing the proper legal name of the applicant (In the names of the remaining partner(s)) applying for the license 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.

3. COPY OF SIGNED LEASE, DEED OR RENTAL AGREEMENT – In the names of the remaining partner(s).

4. BILL OF SALE – Signed and notarized. In the case of a partner’s death, a copy of the death certificate is acceptable in lieu of a bill of sale.

IF DROPPING TO A SINGLE INDIVIDUAL:

1. Steps 1-4 apply.

2. The business structure will be converted to a sole proprietor upon processing (NO FEES REQUIRED).

IF THE PARTNERSHIP IS DROPPING TO A SINGLE ENTITY:

1. Steps 1-4 DO NOT apply.

2. A new license application process is required to convert the entity from a partnership to a corporation or LLC. LICENSING FEES APPLY (as well as secondary applications and fees).
**CHECKLIST OF REQUIREMENTS FOR DROPPING OF PARTNER(S)**

**RETURN DOCUMENTS TO:**

<table>
<thead>
<tr>
<th>District I – Kansas City</th>
<th>District II – Jefferson City</th>
<th>District III – St. Louis</th>
<th>District V – Springfield</th>
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<tbody>
<tr>
<td>Division of Alcohol &amp; Tobacco Control</td>
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<tr>
<td>8800 E. 63rd Street, Ste. 180 Raytown, MO 64133</td>
<td>1738 E. Elm St. – Lower Level Jefferson City, MO 65101</td>
<td>7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125</td>
<td>505 B East Walnut St. – (Lower Level) Springfield, MO 65806</td>
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<tr>
<td>(816) 743-8888</td>
<td>(573) 526-4026</td>
<td>(314) 416-6280</td>
<td>(417) 895-5004</td>
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