



PROCEDURE FOR TRANSFER TO NEXT OF KIN

THIS PROCEDURE IS ONLY APPLICABLE TO SOLE PROPRIETORSHIPS WHERE THE LICENSEE HAS PASSED AWAY AND THE WIDOW OR WIDOWER OR THE NEXT OF KIN OF SUCH DECEASED LICENSEE SEEKS TO TRANSFER THE LICENSE FOR THE REMAINDER OF THE LICENSING PERIOD.

ALLOW 10 – 21 DAYS FOR PROCESSING

1. PRIMARY APPLICATION – Completed and notarized. 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. LICENSING FEE(S) – No fee is required.
3. MISSOURI RETAIL SALES TAX LICENSE – Copy of the Missouri Retail Sales Tax License in the name of the new owner.
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.” Can be obtained online with the Tax ID and PIN, or by phone at (573) 751-9268.

SPECIAL REQUIREMENTS:

5. COPY OF DEATH CERTIFICATE – Death certificate of the deceased party



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: 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	Servicing: 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: 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: 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