



CHECKLIST OF REQUIREMENTS FOR REFUND APPLICATION

REFUNDS MAY BE APPROVED FOR UNUSED LICENSES ONLY.

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR REFUND FORM – Complete online.
2. REQUEST DETAILS
 - a) A written explanation of why the refund is requested. If the business has or will go out of business, please provide the date the license should be placed out of business. If a temporary event was cancelled/rescheduled, please provide documentation from the property owner or event organizer advising of such.
 - b) Address where the refund check is to be mailed.

REVIEWED BY:

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 (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
Servicing (Missouri): 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 (Missouri): 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 (Missouri): 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 (Missouri): Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Iron, Jasper, Laclède, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright
Non-Missouri: 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).	Non-Missouri: Applicants with a legal name beginning with the letter G through O (exclude the word “The” when determining which district to submit to).	Non-Missouri: Applicants with a legal name beginning with the letter P through Q (exclude the word “The” when determining which district to submit to).	Non-Missouri: Applicants with a legal name beginning with the letter R through Z (exclude the word “The” when determining which district to submit to).