

DIVISION OF ALCOHOL AND TOBACCO CONTROL LICENSE RENEWAL - CHECKLIST OF REQUIREMENTS

As the Division of Alcohol and Tobacco Control (ATC) pursues an online licensing solution, the Division has implemented a few changes related to the renewal process to enable a smoother transition when such an online solution becomes available. Please take the time to review this Checklist of Requirements carefully for changes.

A **completed** renewal application received by ATC requires:

- The managing officer, sole owner or partner(s) indicated on the renewal application has signed the renewal application.
- Payment of license fees are attached and in the correct form.
- **All** other required documents as indicated on your renewal application are attached when received by ATC.

Are you renewing your liquor license on or before May 1, 2019 as required by Section 311.240, RSMo, by submitting a signed renewal application with required attachments (as applicable)?

- If yes and your envelope is postmarked on or before **May 1, 2019** a personal or business check made payable to the Director of Revenue for each licensed location of the total license fee amount for the primary and secondary licenses is accepted.
- A separate check is required for each licensed premise.

Are you renewing your liquor license AFTER May 1, 2019?

- Late fees are assessed for each license type postmarked or completed after **May 1, 2019**. There shall be added to the amount of the renewal fee for each license type, a **late charge** of \$100.00 for renewals completed from May 2nd to May 31st, a late charge of \$200.00 for renewals completed from June 1st to June 30th and a late charge of \$300.00 for renewals completed from July 1st to July 31st. In addition, the licensee is required to submit the license fee and late fee with a cashier's check or money order made payable to the Director of Revenue.
- A separate cashier's check or money order is required for each licensed premise.

Are you renewing primary and secondary licenses at the same time?

- You are required to renew all primary and secondary licenses at the same time. If you are cancelling a secondary license as of July 1, 2019, please mark through license type and note that you do not wish to renew. A new application is required if you wish to reapply for a license that is not renewed at the time this renewal application is submitted.

Have you reviewed your renewal application and is the name of your business, address, telephone number, business structure, sales tax ID, corporate charter number, tobacco retailer status and legal description correct?

- If yes, the signature and date are required on the second page of the renewal application form. Signature on the renewal application for a corporation/LLC **must** be that of the managing officer, signatures on the renewal application for a partnership **must** be that of **each** partner, signature on the renewal application for a sole owner **must** be that of the sole owner.
- If no, please indicate changes and see next question/answer.
- **If the signature on the second page of the renewal application does not match the name(s) listed on the first page of the renewal application, then the renewal application will be returned for non-compliance.**

Is the email address for the managing officer, sole owner and/or partner indicated on your renewal application correct?

- If yes, please continue reviewing the next question/answer.
- If the email address is not correct or there is no email address shown, please indicate changes by writing the correct email address legibly on your renewal application and see next question/answer.

Have you reported any change of fact to the Division?

- **CHANGE OF FACT** – Pursuant to 11 CSR 70-2.030(1) the licensee is required to report any change of fact during the period for which the license is granted by giving written notice within (ten) 10 days after the change to the Supervisor of Alcohol and Tobacco Control. **Please contact your District Office regarding how to submit this change of fact.**

Does your renewal application indicate a Verification of Food and Alcohol Sales/Schedule of Gross Receipts is required to renew your liquor license?

- If yes, this form will automatically follow your renewal application to print if applicable to your license type. It is also available at <https://atc.dps.mo.gov> under “Forms & Publications.”

Does your renewal application indicate a Certificate of No Tax Due is required?

- If yes, please contact the Department of Revenue at www.dor.mo.gov.
- **Your renewal application will not be assessed late fees if the Certificate of No Tax Due is indicated as a required document and it is postmarked and/or received on or before May 1st. The date indicated on the Certificate of No Tax Due you submit is required to be within 90 days and the sales tax ID is required to correspond to the sales tax ID indicated on your renewal application. If your Certificate of No Tax Due with the correct sales tax ID and dated within 90 days is postmarked and/or received after May 1st, then late fees will apply.**

Does your renewal application indicate a Tax Bond or Continuation Certificate is required?

- If yes, the Corporate Bond form will automatically follow your renewal application to print if applicable to your license type. It is also available at <https://atc.dps.mo.gov> under “Forms & Publications.” The Corporate Bond must be executed by a bonding agency in the amount indicated on your renewal application for the next fiscal year. A Continuation Certificate from your bonding agency for the next fiscal year will be accepted in place of the Corporate Bond form.
- **Your renewal application will be assessed late fees if the Corporate Bond or Continuation Certificate is required for the next fiscal year and it is not postmarked and/or received on or before May 1st.**
- **If you attach a copy of a bond for the current fiscal year that expires on or before June 30, 2019 then your application is incomplete.**
- **An invoice or receipt from your bonding agency will not be accepted.**

To whom should your check for the licensing fee be made payable?

- Your check is required to be made payable to the Director of Revenue.
- **Your renewal application will be assessed late fees if your check is not signed, or if a check for each licensed premise in the amount due indicated as your license fee on the renewal application is not postmarked and/or received on or before May 1st.**

Where should you send the signed renewal application, form of payment and any required documents as indicated on your renewal application?

- Completed renewal application and required attachments are to be mailed to:

**Division of Alcohol and Tobacco Control
1738 East Elm Street, Lower Level, PO Box 837
Jefferson City, MO 65101**