



MISSOURI DEPARTMENT OF PUBLIC SAFETY  
 DIVISION OF ALCOHOL AND TOBACCO CONTROL

**APPLICATION FOR REFUND**

I/ We, \_\_\_\_\_, of lawful age, being first duly sworn upon my/our  
 (SOLE OWNER, MANAGING OFFICER, OR ALL PARTNERS)

oath(s), depose and say that \_\_\_\_\_  
 (LEGAL NAME OF ENTITY)

has never used the following license(s) issued by the Supervisor of Alcohol and Tobacco Control of the State of Missouri

for the year commencing \_\_\_\_\_ : \_\_\_\_\_ STATE LICENSE TYPE(S) STATE LICENSE NUMBER(S)  
 (YEAR)

Said license(s) is/are:

- attached hereto, or
- other (please explain) \_\_\_\_\_.

I/We request a refund of the amount paid for said license \$ \_\_\_\_\_, and requests that the refund in this amount be mailed to the following address:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SIGNATURE OF SOLE OWNER, MANAGING OFFICER, OR PARTNER	DATE	SIGNATURE OF PARTNER	DATE
SIGNATURE OF PARTNER	DATE	SIGNATURE OF PARTNER	DATE

**NOTARY INFORMATION**

NOTARY PUBLIC EMBOSSEY OR BLACK INK RUBBER STAMP	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	YEAR
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)		

**USE RUBBER STAMP IN CLEAR AREA BELOW.**



**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 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133  (816) 743-8888  <b>Servicing (Missouri):</b> 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  <b>Non-Missouri:</b> 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).	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101  (573) 526-4026  <b>Servicing (Missouri):</b> 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  <b>Non-Missouri:</b> Applicants with a legal name beginning with the letter G through O (exclude the word “The” when determining which district to submit to).	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125  (314) 416-6280  <b>Servicing (Missouri):</b> 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  <b>Non-Missouri:</b> Applicants with a legal name beginning with the letter P through Q (exclude the word “The” when determining which district to submit to).	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806  (417) 895-5004  <b>Servicing (Missouri):</b> 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  <b>Non-Missouri:</b> Applicants with a legal name beginning with the letter R through Z (exclude the word “The” when determining which district to submit to).