



## CHECKLIST OF REQUIREMENTS FOR CHANGE OF “DOING BUSINESS AS”

### PROCEDURE FOR REPORTING A CHANGE OF DBA

## ALLOW 10 – 21 DAYS FOR PROCESSING

1. STATEMENT OF CHANGE - Written statement of what change(s) are being made.
2. MISSOURI RETAIL SALES TAX LICENSE – From the Missouri Department of Revenue, (573) 751-5860, listing the proper legal name of the applicant (sole proprietor, partnership, or entity) applying for the license, the Doing Business As (DBA) or trade name\*, 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. *Note: [RSMo. 417.200](#) requires that every name under which any person shall do or transact any business in this state, other than the true name of such person, is considered a fictitious name, and it shall be unlawful to engage in or transact any business under a fictitious name without first registering it with the [secretary of state](#). Additionally, 11 CSR 70-2.140(23) requires that the DBA or trade name used on exterior signage or advertising to be accurately reflected on the state liquor license.*
3. If changing DBA on a Manufacturer, Wholesaler, Solicitor, or a Wine Direct Shipper permit – need updated TTB permit, fictitious name registration, and out of state license showing updated DBA.



**CHECKLIST OF REQUIREMENTS FOR CHANGE OF “DOING BUSINESS AS”**

**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	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
<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>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>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>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 DIGITS or the letter A through F (exclude the word “The” when determining which district to submit to).	<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).	<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).	<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).