RETAIL BUSINESS LICENSE

OUTSIDE JEFFERSON CITY LIMITS

REQUIREMENTS:

1. Completed license application and license fee payment.
2. Missouri State Sales Tax Certificate, which may be obtained from the Missouri Department of Revenue (see reference number 5 below).

Completed application (and all applicable documentation) and payment may be dropped off at or mailed to:

City of Jefferson, John G. Christy Municipal Building
Attn: Business Licensing
320 E. McCarty Street, Room 202
Jefferson City, MO 65101

We also accept submittal of your application (and all applicable documentation) by email (billing@jeffcitymo.org) or fax (573-634-6329) and subsequent credit or debit card payment by phone (573-634-6322).

Contact the Business License Administrator at (573) 634-6322 or billing@jeffcitymo.org for any further questions.

You may find the relevant City code, Chapter 17 – Licenses, Taxation and Miscellaneous Business Regulations – online at http://www.jeffersoncitymo.gov/government/city_code.php. You are encouraged to review its contents.

BENEFICIAL REFERENCES:

1. To see if you qualify for a Cole County Merchants License, contact the Cole County Collector's office located at 311 E. High Street, Room 100 or call (573) 634-9124 or you may go to their website: http://www.colecountycollector.org/collector.htm?id=117
2. To register your business name, you may either go to the Missouri Secretary of State's office located at 600 West Main Street, call (573) 751-4153 or go their website: http://www.sos.mo.gov/forms/corp/corp56.pdf
3. To decide which form of business entity you wish to establish, you may visit the local IRS office located at 3702 West Truman Boulevard., call (573) 635-6827 or you may go to their website : http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Business-Structures
4. To apply for a Federal Employee Identification number, you may visit the local IRS office located at 3702 West Truman Boulevard or call (573) 635-6827 or you may go to their website: http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-EINs
5. To apply for a Missouri State Sales Tax number, contact the Missouri Department of Revenue at (573)751-9268 or visit their website: http://dor.mo.gov/business/

OFFICE OF THE CITY LICENSE INSPECTOR
320 EAST MCCARTY ST.
JEFFERSON CITY, MO 65101
PHONE: (573)634-6322 FAX: (573)634-6329
EMAIL: BILLING@JEFFCITYMO.ORG

RETAIL BUSINESS LICENSE APPLICATION

OUTSIDE CITY LIMITS

CHECK ONE OF THE FOLLOWING: NEW BUSINESS: ☐ CHANGE IN LOCATION: ☐ CHANGE IN OWNERSHIP: ☐

BUSINESS NAME: _____

Doing Business As: _____

BUSINESS PHYSICAL LOCATION: _____

MAILING ADDRESS
(IF DIFFERENT THAN ABOVE): _____

PHONE # _____ FAX # _____ CELL # _____

EMAIL: _____

TYPE OF BUSINESS/GOODS/
SERVICES TO BE OFFERED (Be Specific): _____

APPROXIMATE # OF EMPLOYEES: _____

OWNER NAME: _____

OWNER
HOME ADDRESS: _____

OWNER PHONE # _____

MISSOURI STATE SALES TAX NUMBER: _____

FEDERAL EMPLOYEE ID # OR DRIVERS LICENSE # _____

ALARM COMPANY NAME & PHONE NUMBER: _____

EMERGENCY AFTER HOUR CONTACT NAME &
PHONE NUMBER: _____

I affirm that the information on this application is factual, that this business will be conducted in accordance with all applicable State and City laws and that all City taxes/fees have been paid. I understand that if I am approved that any false statements made by me on this application may result in the revocation of this license.

SIGNATURE: _____ DATE: _____
(Owner/Officer/Authorized Agent)

PRINT NAME OF SIGNER: _____ TITLE OF SIGNER: _____

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

LICENSE FEE:

Estimate the gross sales volume of said business for the ensuing year beginning July 1st and ending June 30th (Table 1).

License Cost (Table 1) _____ X Rate Multiplier (Table 2) _____ = Amount Due _____

(Round the amount due to the nearest cent.)

BRACKET (TABLE 1)

Gross Receipts	*License Cost*	*Gross Receipts*	*License Cost*
$0-$50,000	$25.00	$1,000,001-$1,500,000	$225.00
$50,001-$100,000	$50.00	$1,500,001-$2,000,000	$250.00
$100,001-$250,000	$80.00	$2,000,001-$3,000,000	$275.00
$250,001-$500,000	$120.00	$3,000,001-$4,000,000	$300.00
$500,001-$750,000	$160.00	$4,000,001-$5,000,000	$325.00
$750,001-$1,000,000	$200.00	$5,000,001 and above	$350.00

For Prorating purposes, select the month that you are applying for a new business license and enter the rate multiplier above.

RATE MULTIPLIER (TABLE 2)

Application Month	*Rate Multiplier*	*Application Month*	*Rate Multiplier*
July (June 16-July 15)	No Prorating	January (Dec 16-Jan 15)	0.50000
August (July 16-Aug 15)	0.91666	February (Jan 16-Feb 15)	0.41666
September (Aug 16-Sept 15)	0.83333	March (Feb 16-Mar 15)	0.33333
October (Sept 16-Oct 15)	0.75000	April (Mar 16-Apr 15)	0.25000
November (Oct 16-Nov 15)	0.66666	May (Apr 16-May 15)	0.16666
December (Nov. 16-Dec. 15)	0.58333	June (May 16-June 15)	0.08333