

# **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 ([dhartley@jeffcitymo.org](mailto:dhartley@jeffcitymo.org)) or fax (573-634-6329) and subsequent credit or debit card payment by phone (573-634-6322).

Contact Debbie Hartley, Business License Administrator at (573) 634-6322 or [dhartley@jeffcitymo.org](mailto:dhartley@jeffcitymo.org) for any further questions.

You may find the relevant City code, Chapter 17 – Licenses, Taxation and Miscellaneous Business Regulations – online at [www.jeffcitymo.org/clerk/citycode.html](http://www.jeffcitymo.org/clerk/citycode.html). 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 Blvd., 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 Blvd. or call (573) 635-6827 or you may go to their website. [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-\(EINs\)](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)751-5860 or visit their website: <https://dors.mo.gov/tax/coreg/contact.htm>



**OFFICE OF THE CITY LICENSE INSPECTOR**  
**320 EAST MCCARTY ST.**  
**JEFFERSON CITY, MO 65101**  
**PHONE: (573)634-6322 FAX: (573)634-6329**  
**EMAIL: [DHARTLEY@JEFFCITYMO.ORG](mailto:DHARTLEY@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 1<sup>st</sup> and ending June 30<sup>th</sup> (Table 1).

License Cost (Table 1) \_\_\_\_\_ X Rate Multiplier (Table 2) \_\_\_\_\_ = Amount Due \_\_\_\_\_  
(Round the amount due to the nearest cent.)

**BRACKET (TABLE 1)**

<i>Gross Receipts</i>	<i>License Cost</i>	<i>Gross Receipts</i>	<i>License Cost</i>
\$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)**

<i>Application Month</i>	<i>Rate Multiplier</i>	<i>Application Month</i>	<i>Rate Multiplier</i>
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

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