

**CITY OF HIGGINSVILLE**  
**1922 MAIN, P.O. BOX 110**  
**HIGGINSVILLE, MO 64037**  
**PHONE: 660-584-2106**  
**FAX: 660-584-2953**

**Items needed:**  
**Completed Application**  
**Mo State Sales Tax # letter (if applicable)**  
**No Tax Due Letter (if applicable)**  
**For \*fee schedule\* and payment options,**  
**please contact us at 660-584-2106.**  
**Mastercard and Visa Accepted!**

## **MERCHANT LICENSE APPLICATION**

(to be completed by Merchant)

Name of Business \_\_\_\_\_

Owner's Name \_\_\_\_\_

Location of Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Mo. State Sales Tax Number \_\_\_\_\_

Type of Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

Date of Application \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*\*\*

This section for office use only:

License Fee \* \_\_\_\_\_ \* Date Paid \_\_\_\_\_ No Tax Due Letter \_\_\_ Planning & Zoning Approval \_\_\_\_\_

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### **INSTRUCTIONS TO OBTAIN A "NO TAX DUE" LETTER**

**NOTE\*\*\*If your business does not make retail sales, you are not required to present a statement of "no tax due" to purchase your business license.**

#### **ATTENTION – BUSINESSES SELLING GOODS AT RETAIL SALES:**

New requirements as of January 1, 2009, as a directive from the State of Missouri, State Statutes (Section 144.083.2 & 144.083.4 RSMo) read as follows:

The possession of a statement from the Department of Revenue, stating no tax is due shall also be a pre-requisite to the issuance or renewal of any city business license required for conducting business where goods are sold at retail. The statement of no tax due shall be dated no longer than ninety (90) days before the date of the renewal of the city license.

You may access this information on the DOR's Web site, seven days a week, 24 hours a day.

You will need your Missouri Tax Identification Number and PIN (the Dept. of Revenue has already assigned the PIN # and it can be found on the front of you return or voucher book.)

Go to: [www.dor.mo.gov](http://www.dor.mo.gov)  
Click on "Business Tax" tab  
Click on "No Tax Due Information"  
Follow Online Directions

You will be able to print your own Statement of No Tax Due to use when you purchase your business license.

If you have any questions, please contact: Missouri Dept. of Revenue  
Taxation Division  
816-889-2944