

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 _____

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
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