

**APPLICATION  
MERCHANT'S LICENSE  
COLE COUNTY, MISSOURI**

License good from January 1 through December 31. Application is for the year               

*Please type or print clearly*

**INFORMATION REGARDING BUSINESS:**

**MISSOURI STATE SALES TAX NUMBER** (8 digits)         **required**

**LEGAL NAME** (corporation/individual/company/llc) \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
For Above (street) (city) (state) (zip code)

**TELEPHONE NUMBER** ( ) \_\_\_\_\_  
For Above

**NAME OF BUSINESS IN COLE COUNTY** \_\_\_\_\_

**BUSINESS LOCATION ADDRESS IN COLE COUNTY**  
\_\_\_\_\_  
(street) (city) (zip code)

**MAILING ADDRESS FOR LICENSE RENEWAL**  
\_\_\_\_\_  
(#) (street) (city) (state) (zip code)

**TELEPHONE** \_\_\_\_\_ **DATE BUSINESS OPENED** \_\_\_\_\_  
For Cole County Location

**NATURE OF BUSINESS** \_\_\_\_\_  
(retail clothing, restaurant, etc)

**INFORMATION REGARDING APPLICANT:**

**APPLICANT IS:** OWNER  MANAGER  AGENT

**LEGAL NAME OF APPLICANT** \_\_\_\_\_  
**Please print** (last name) (first name) (middle initial)

**E-mail address** \_\_\_\_\_  
(if available)

\_\_\_\_\_  
**Signature of Applicant** **Date**

**Payment may be made by check, money order, cashier's check or credit card.**

Attach payment for **\$25.00**, made payable to **Larry Vincent, Collector** and return to:  
Cole County Collector  
311 East High St, Room 100  
Jefferson City, MO 65101

Please visit our web site at [www.colecounty.org/collector](http://www.colecounty.org/collector) or call (573) 634-9124 for additional information.

**1****CONTACT THE STATE OF MISSOURI**

You are required by §150.100 RSMo, 2000, to have a county Merchant's License if the Missouri Department of Revenue issues your business a State Sales Tax Number. This is the **ONLY** prerequisite for obtaining the county license. You may contact the state tax office at 301 W. High Street, (Truman Building), Jefferson City MO 65101, telephone (573) 751-2836, <http://dor.mo.gov/tax/business/>

**2****YOU MAY ALSO NEED A CITY BUSINESS LICENSE**

- ◆ If your business is located within Jefferson City's city limits, please contact:

City of Jefferson  
Attn: Business License Administrator  
320 E McCarty St  
Jefferson City, MO 65101  
(573) 634-6322  
Web address: [www.jeffcitymo.org](http://www.jeffcitymo.org)

- ◆ If your business is located within any other city in Cole County please contact the City Clerk to determine what, if any, city license is required.

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**COLE COUNTY MERCHANT'S LICENSE - PLEASE NOTE State of Missouri license requirements MUST be satisfied before we can issue a Cole County Merchant's License.**

LARRY VINCENT  
COLE COUNTY COLLECTOR OF REVENUE  
311 EAST HIGH STREET, ROOM 100  
JEFFERSON CITY, MO 65101  
(573) 886-4285

Web address: [www.colecounty.org/collector](http://www.colecounty.org/collector)

If you have questions or need additional information please contact our office.