

Merchant License Application Cole County, Missouri

Application Year: _____

Business Information:

MO State Sales Tax Number (8 digits): _____

Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Cole County Location:

Name of Business: _____

Business Location: _____

City: _____ State: _____ Zip: _____

Mailing Address for License Renewal: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Date Business Opened: _____

Nature of Business: _____

Information Regarding Applicant

Applicant is: Owner _____ Manager _____ Agent _____

Legal Name of Applicant: _____

Email Address: _____

Signature: _____ Date: _____

**Payment may be made by check, money order, cashier's check or credit card.
Attach payment for \$25, made payable to Larry Vincent, Collector and return to:**

**Cole County Collector
311 E High St, Room 100
Jefferson City, MO 65101**

**Please visit our website at 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 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 (Harry S. 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
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.

3. 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.

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