SALINE COUNTY MERCHANT’S LICENSE APPLICATION

License Valid January 1 through December 31 of Current Year
Please type or print clearly

☐ NEW - SALINE COUNTY MERCHANT
☐ RENEWAL - SALINE COUNTY MERCHANT

INFORMATION REGARDING BUSINESS:
MISSOURI STATE SALES TAX NUMBER (8 digits) required

ACCOUNT NUMBER (FOR OFFICE USE ONLY)

LEGAL NAME (corporation/individual/company/llc) ________________________________

CORPORATE ADDRESS ________________________________ STREET, CITY, STATE, ZIP

TELEPHONE NUMBER ________________________________

NAME OF BUSINESS IN SALINE COUNTY ________________________________

BUSINESS LOCATION ADDRESS IN SALINE COUNTY ________________________________ STREET, CITY, STATE, ZIP
☐ SAME AS CORPORATE ADDRESS

MAILING ADDRESS FOR LICENSE RENEWAL ________________________________ STREET, CITY, STATE, ZIP
☐ SAME AS CORPORATE ADDRESS

BUSINESS TELEPHONE ________________________________ DATE OPENED __________________
For Saline County Location

NATURE OF BUSINESS ________________________________ RETAIL, CLOTHING, ETC.
Retail ☐ Wholesale ☐

INFORMATION REGARDING APPLICANT:

APPLICANT IS: OWNER ☐ MANAGER ☐ AGENT ☐

LEGAL NAME OF APPLICANT ________________________________
Please print

EMAIL ADDRESS ________________________________

__________________________________________  __________________________
Signature of Applicant                             Date

Payment may be made by check or money order. Attach payment for $25.00, made payable to:
Cindi A. Sims, Saline County Collector
PO Box 146 • Marshall, MO 65340

Network/Tax/Public/MerchantsLicenseApplication  REVISED 5/01/2018
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 AND you are collecting sales tax on goods sold in Saline County. This is the ONLY prerequisite for obtaining the county license. You may contact the state tax office at:

Missouri Department of Revenue
Truman Building
301 W. High Street
Jefferson City MO 65101
Phone (573) 751-2836
http://dor.mo.gov/tax/business/

YOU MAY ALSO NEED A CITY BUSINESS LICENSE

- If your business is located within any city in Saline County please contact the City Clerk to determine what, if any, city license is required in addition to the County Merchants License.

<table>
<thead>
<tr>
<th>City</th>
<th>City Clerk</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrow Rock</td>
<td>Susan McDaniel</td>
<td>704 Van Buren, Arrow Rock, MO 65320</td>
<td>660.837.3231</td>
</tr>
<tr>
<td>Blackburn</td>
<td>Janet Eichholz</td>
<td>PO Box 174, Blackburn, MO 65321</td>
<td></td>
</tr>
<tr>
<td>Emma</td>
<td>Ruth Haesemeier</td>
<td>PO Box 140, Emma, MO 65327</td>
<td>660.463.2150</td>
</tr>
<tr>
<td>Gilliam</td>
<td>Debby Hinnah</td>
<td>PO Box 86, Gilliam, MO 65330</td>
<td>660.784.2447</td>
</tr>
<tr>
<td>Malta Bend</td>
<td>Joana Moore</td>
<td>PO Box 92, Malta Bend, MO 65339</td>
<td>660.595.2451</td>
</tr>
<tr>
<td>Miami</td>
<td>Liz Nelson</td>
<td>822 W North, Marshall, MO 65340</td>
<td></td>
</tr>
<tr>
<td>Mt. Leonard</td>
<td>Mitzi Dankenbring</td>
<td>PO Box 192, Malta Bend, MO 65339</td>
<td></td>
</tr>
<tr>
<td>Nelson</td>
<td>Shannon Wells</td>
<td>PO Box 85, Blackwater, MO 65327</td>
<td>660.859.2433</td>
</tr>
<tr>
<td>Slater</td>
<td>Eugene Griffitt</td>
<td>232 N Main St., Slater, MO 65349</td>
<td>660.529.2271</td>
</tr>
<tr>
<td>Sweet Springs</td>
<td>Michelle Fuehring</td>
<td>324 Miller St., Sweet Springs, MO 65351</td>
<td>660.335.4564</td>
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SALINE COUNTY MERCHANT’S LICENSE

State of Missouri license requirements MUST be satisfied before we can issue a Saline County Merchant’s License. If you have any questions or need additional information please contact our office.

CINDI A. SIMS
SALINE COUNTY COLLECTOR
PO BOX 146
MARSHALL, MO 65340
(660) 886-5104

Network/Tax/Public/MerchantsLicenseApplication REVISED 5/01/2018
FREQUENTLY ASKED QUESTIONS

Who is a merchant?
Missouri Law, §150.010 RSMo, indicates that every person, corporation, co-partnership or association of persons, who deals in selling goods, wares and merchandise at any store, stand or place occupied for that purpose, is a "merchant".

Do I need a Saline County Merchant’s License for my business?
Yes! If you answer yes to all the items in the list below:
1. You own or operate a business; and
2. There is a sales tax number issued to the business by the Missouri Department of Revenue; and
3. Product or merchandise is sold at retail; and
4. You collect and remit sales tax to the Missouri Department of Revenue.

I do not have a permanent site for my business but travel from place to place selling goods - Do I need a Merchant’s License?
Yes! If you engage in or conduct a temporary or transient business of selling goods you do need a Merchant’s License so long as you meet the other requirements of the checklist.

I have multiple locations to do need a license for each location or will one suffice?
Yes! If you have more than one location you will need a separate license to display in each location.

You do not need a Merchant’s License if...
- You are a registered motor vehicle dealer and your primary business is selling motor vehicles; or
- You are a physician, dentist, or veterinarian selling medicines, at either wholesale or retail, used in your practice; or
- You are a farmer who grows or processes any article of farm produce or farm products on your farm, as long as you do not have a regular stand or place of business away from your farm.

Methods of payment
The collector’s office accepts license payments by cash, personal check, credit card*, cashier’s check, bank draft, money order. One check may be written for multiple bills of licenses, personal property, and/or real estate. The entire amount due for the license must be paid before one can be issued. Please do not send cash through the mail. Online payments are subject to $1.50 Electronic Check fee or the appropriate credit card fees as noted below.
*Credit Card charges: 2.5% charged with a minimum fee of $1.50 for Mastercard, Visa, American Express and Discover; Visa Debit Card Flat fee of $3.95.

After you complete the application, attach a business or personal check for $25.00 and return it to the collector’s office at the address noted on the application. Your state sales tax number must be included on the application. If you need more information regarding state sales tax, please contact the Missouri Department of Revenue, Truman Bldg., 301 W. High Street, Jefferson City, MO 65101; or by phone at (573) 751-2836.

Your validated license will be mailed to you at the business location address included on the application. A Merchant’s License is issued for the calendar year of January 1 through December 31. The annual license fee is $25.00. A business with more than one permanent location is required to obtain a separate license for each place of business. A county issued Merchant’s License is in addition to any city or other local business license you may have.