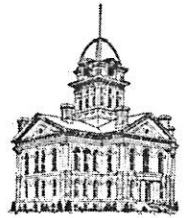


# SALINE COUNTY MERCHANT'S LICENSE APPLICATION

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 \_\_\_\_\_  
 SAME AS CORPORATE ADDRESS STREET, CITY, STATE, ZIP

MAILING ADDRESS FOR LICENSE RENEWAL \_\_\_\_\_  
 SAME AS CORPORATE ADDRESS STREET, CITY, STATE, ZIP

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

## 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.

City	City Clerk	Address	Phone Number
Arrow Rock	Susan McDaniel	704 Van Buren, Arrow Rock, MO 65320	660.837.3231
Blackburn	Janet Eichholz	PO Box 174, Blackburn, MO 65321	
Emma	Ruth Haesemeier	PO Box 140, Emma, MO 65327	660.463.2150
Gilliam	Debby Hinnah	PO Box 86, Gilliam, MO 65330	660.784.2447
Grand Pass	Ann Orear	2002 McReynolds Rd., Grand Pass MO 65339	
Malta Bend	Joana Moore	PO Box 92, Malta Bend, MO 65339	660.595.2451
Marshall	Marshall City Offices	214 N Lafayette, Marshall, MO 65340	660.886.2225
Miami	Liz Nelson	822 W North, Marshall, MO 65340	
Mt. Leonard	Mitzi Dankenbring	PO Box 192, Malta Bend, MO 65339	
Nelson	Shannon Wells	PO Box 85, Blackwater, MO 65327	660.859.2433
Slater	Eugene Griffitt	232 N Main St., Slater, MO 65349	660.529.2271
Sweet Springs	Michelle Fuehring	324 Miller St., Sweet Springs, MO 65351	660.335.4564

## 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

## 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...

- o You are a registered motor vehicle dealer and your primary business is selling motor vehicles; *or*
- o You are a physician, dentist, or veterinarian selling medicines, at either wholesale or retail, used in your practice; *or*
- o 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.