

**CITY OF MONETT, MISSOURI  
BUSINESS LICENSE APPLICATION**

Date \_\_\_\_\_

**BUSINESS INFORMATION:**

Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Location: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Merchandise Sold: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Please circle: Corporation Franchise LLC Non-Profit Partnership Sole Proprietor

Missouri Sales Tax ID #: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Number of employees: \_\_\_\_\_ Do you collect sales tax? \_\_\_\_yes \_\_\_\_no

**OWNER INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**MANAGER INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**CHECKLIST OF REQUIRED DOCUMENTATION FOR BUSINESS LICENSE:**

- \_\_\_\_\_ Copy of Owner's Driver License
- \_\_\_\_\_ Copy of County Merchant License if selling retail
- \_\_\_\_\_ Copy of State Occupational License (massage therapist, cosmetology & barber, tattooing & body piercing, etc.)
- \_\_\_\_\_ Proof of Worker's Compensation Insurance if there are 5 or more employees
- \_\_\_\_\_ Missouri Sales Tax ID # (or Sales Tax Waiver if business is exempt) if sales tax is collected
- \_\_\_\_\_ Statement of No Tax Due from the Missouri Department of Revenue if sales tax is collected (in accordance with Missouri law requiring businesses to prove that they do NOT owe sales tax to the state). For information in obtaining your No Tax Due statement, please contact the Missouri Department of Revenue website at <http://dor.mo.gov/tax/business/sales/notaxdue/index.htm> or call 573-751-9268.

\_\_\_\_\_  
Signature of Owner or Manager

\_\_\_\_\_  
Date