

Vendor License Application



Section 609.020 of the Farmington Municipal Code states that no person shall engage in the business of a vendor unless he or she has first obtained a license pursuant to the provisions of Chapter 609.

No vendor shall engage in the business of a vendor except between the hours of 8:00 A.M. through 10:00 P.M.

The following items are required to be submitted with this vendor application:

- Copy of Drivers License or State Identification
- Copy of Inspection Report from St. Francois County Health Department (food vendors only)
- Certificate of No Tax Due or Missouri Exemption Certificate*

Event/Setup Information:

Event Name (if with a specific event): _____

Setup Location: _____ Date(s): _____

Applicant Information:

Business Name: _____ Owner's Name: _____

Mailing Address: _____

Phone Number: _____ Product Being Sold: _____

Missouri Tax Identification Number: _____

If vending from a vehicle or trailer:

Make/Model: _____ License Plate #: _____

Fee & License:

I wish to apply for the following license:

- \$4.00 Per Day
- \$20.00 Per Week

Licenses are mailed to the address provided unless you select a different option below.

I would like my license emailed to: _____

I would like to pick up my license on: _____

The license will need to be posted in your vending space.

*For more information regarding a Certificate of No Tax Due, Missouri Tax Identification Number or a Missouri Exemption Certificate, please see pages 2 and 3 or visit <https://dor.mo.gov>.

Submit application, required documents & payment to:

City of Farmington
Attn: City Collector
110 W Columbia Street
Farmington, MO 63640

City Hall Business Hours:

Monday - Friday 8:00 A.M. - 4:30 P.M.
Phone Number: 573-756-1701

FOR OFFICE USE ONLY:

Paid \$ _____ with Check # _____ Cash

Received on: _____ Receipt #: _____

Received by: _____

Driver License - Inspection Report - NTD or Exemption

License Mailed/Emailed/Picked Up: _____



Certificate of No Tax Due Required

From the Department of Revenue

State law, section 144.083, RSMo, requires businesses to demonstrate they are compliant with state sales and withholding tax laws before they can receive or obtain certain licenses that are required to conduct business in the state. In other words, a business must show that it has “No Tax Due.” Obtaining a statement of No Tax Due is simple and quick, and it’s a free service. A tax-compliant business will be able to print its [Certificate of No Tax Due](#) within minutes. Cities or counties can verify whether a business is tax compliant, before issuing or renewing a business license. State agencies can verify whether a business is tax compliant, before issuing or renewing a business license. Business owners with questions should [contact the Department of Revenue](#).

Note, a business that makes NO retail sales is NOT required by section 144.083, RSMo, to present a Certificate of No Tax Due in order to obtain or renew its license.

The Department is committed to making this new requirement as easy as possible for political subdivisions, state agencies and taxpayers. Our goal is a process requiring as little paper as possible in order to comply with the new law. As a result, we have developed an Online No Tax Due system that will allow political subdivisions, state agencies, and business owners to access our website to quickly determine if a business has "no tax due" without requiring that piece of paper to be issued by the Department.

*Source: Missouri Department of Revenue website, <https://dor.mo.gov/business/sales/notaxdue/>

From the City of Farmington

If you are unable to provide a Certificate of No Tax Due and you have a valid Missouri Tax Identification Number, the City Collector can obtain a statement through the Online No Tax Due website. Here is how it works:

1. The City Collector of the City of Farmington will enter the provided Missouri Tax Identification Number into the Online No Tax Due system.
2. The Online No Tax Due system will access the State’s tax system, determine whether the business is in compliance and provide a message back instantly that states:
 - a. The business is in compliance and the license can be issued, or;
 - b. That the business must contact the Department of Revenue before a statement of no tax due can be issued. **If this message is received, a license will not be issued until the matter is taken care of and you provide us with a valid Certificate of No Tax Due.**

If you have questions regarding Certificates of No Tax Due, please contact the Missouri Department of Revenue’s Taxation Division at (573)751-9268 or email taxclearance@dor.mo.gov.

Note: Certificates of No Tax Due are generally only valid for 90 days. To avoid any delay in receiving your license, please be sure that the certificate you submit is a valid one.

If you do not have a Missouri Tax Identification Number, please refer to page 3.



Missouri Tax Identification Number Information

The Missouri Department of Revenue requires all vendors to have their own Missouri Tax Identification Number if they make sales at retail. Unregistered vendors will need to contact the Missouri Department of Revenue to obtain a Missouri Tax Identification Number. The number will be issued with a statement including, “This business is authorized to make sales in all cities and counties within the State of Missouri and is required to collect and remit all applicable state and local sales taxes.”*

See <http://dor.mo.gov/faq/business/special.php>

How does this affect you?

If you sell retail items to the public in Farmington, whether it be at an event or on your own, you will be required to provide a Certificate of No Tax Due **before** a license will be issued. To obtain a Certificate of No Tax Due you must first have a Missouri Tax Identification Number. You should apply for a Missouri Tax Identification Number well in advance of any Farmington business activities you plan to partake in.

Do I have to collect sales tax?

Yes, you must collect sales tax if you are selling retail to the public. Any person or company that is selling goods to a final consumer is required to collect and remit Missouri sales tax. It is your responsibility to ensure that you are collecting the correct tax rate. Tax tables can be found on the Missouri Department of Revenue’s website.

If you or your spouse are at least 65 years of age and the income from the sales of **handicraft** items does not constitute more than 50% of your annual income, you may complete and display an Exemption Certificate for Sales of Handicraft Items ([Form 2478PDF Document](#)).

Contact (573) 751-5860 or businesstaxregister@dor.mo.gov for further information.

See <http://dor.mo.gov/faq/business/special.php> for a list of frequently asked questions.

What if I live in another state?

Your responsibilities for collecting and remitting sales tax are the same as a Missouri resident. However, if you earn more than \$600.00 in the state of Missouri, you may also be required to file a Missouri state income tax return.

How do I apply for a Missouri Tax Identification Number?

The Missouri Department of Revenue has created Form 2643S, Missouri Special Events Application: for special event vendors. You may access the form [here](#) or by calling 1-800-877-6881. You should apply well in advance of any Farmington business activities you plan to partake in.

If you have questions regarding sales tax and special events, please contact the Missouri Department of Revenue at (573) 751-5860 or email businesstaxregister@dor.mo.gov.

If you have additional questions regarding a Vendor License through the City of Farmington, please call the City Collector’s office at (573) 756-1701 or email abischoff@farmington-mo.gov.

*Source: Missouri Department of Revenue website, <http://dor.mo.gov/faq/business/special.php>