



PAYMENT IS DUE 06/30/2019

BUSINESS LICENSE RENEWAL NOTICE

For License Year July 1, 2019 - June 30, 2020

Beginning 1st day of July a penalty of 15% of the annual fee will be charged each month or partial month the license remains unpaid.

State Sales Tax #
No. of Employees
Gross Receipts \$

LICENSE NO.

Owner

Location

DBA

Mailing Address

LICENSE FEES
1. ANNUAL LICENSE FEE \$
2. PENALTY \$
3. FOOD INSPECTION FEE \$
4. BALANCE DUE FROM PRIOR YEAR \$
TOTAL AMOUNT DUE

Signature Title Date

PLEASE RETURN THIS FORM WITH PAYMENT. FOR ONLINE REGISTRATION, RENEWAL AND PAYMENT, GO TO:
HTTPS://WWW.COMO.GOV/FINANCE/BUSINESS-LICENSES/

LICENSE FEE COMPUTATION INSTRUCTIONS:

GROSS RECEIPTS - The total amount a business receives from all sources during its annual accounting period, without deducting any costs or expenses. Gross Receipts include gross annual commissions applicable to real estate brokers/agents, insurance agents, agents and solicitors for surety or bonding companies, and any other business whose income is calculated by commissions.

1. ANNUAL LICENSE FEE is based on the gross receipts for the most recent annual accounting periods (see Fee Computation Schedule below) or \$1.25 for every regular employee or associate, whichever is higher. Place this fee amount above in the blank marked "1".

FEE COMPUTATION SCHEDULE

Table with 2 columns: ANNUAL GROSS RECEIPTS and LICENSE FEE. Rows include: Less than \$25,000 (\$15.00), Between \$25,000 and \$100,000 (\$25.00), Between \$100,000 and \$2,999,999 (\$.25 per thousand), \$3,000,000 and above (\$750.00 maximum fee).

\*EXAMPLE: Your business has gross receipts of \$200,000, multiply 200 by .25 to determine the license fee of \$50.00

2. PENALTY: License fee renewals must be paid no later than June 30th. Payments made after this date beginning on July 1 are subject to a 15% penalty of the annual License Fee. The 15% penalty is assessed for each month OR portion of a month the license fee renewal remains unpaid. This penalty is a flat percentage with no provision for prorating on a daily basis.

3. FOOD SERVICE INSPECTION FEE should be included by businesses that serve or sell FOOD or DRINK. INSPECTION FEE COMPUTATION

Table with 2 columns: GROSS RECEIPTS and INSPECTION FEE. Rows include: Less than \$250,000 (\$205.00), Between \$250,000 and \$750,000 (\$285.00), Over \$750,000 (\$530.00).

4. Past Due amount includes any unpaid license fees from the previous license year.

\*THE STATE OF MISSOURI REQUIRES US TO OBTAIN A CERTIFICATE OF INSURANCE OF WORKERS' COMPENSATION COVERAGE ON ALL CONSTRUCTION BUSINESSES WITH ONE (1) OR MORE EMPLOYEES.

\* Retail Businesses Only: A valid MO retail sales license is required if your business sells goods at retail. Missouri tax law mandates that a statement of no tax due from the MO Dept. of Revenue (573/751-2836) is required before renewing any City business license. Please include the no tax due statement received from the MO Dept. of Revenue with your renewal notice and payment.

\* Change of business location should be reported promptly in order for a transfer of license to be made. Change of ownership requires completion of a new application. If you have closed your business, please notify this office so that we may delete your business from our active records.

\* COMPLETE THE UPPER PORTION OF THIS NOTICE AND RETURN WITH THE AMOUNT DUE TO:

DEPARTMENT OF FINANCE
Business License Division
City of Columbia, P.O. Box 6015
Columbia, MO 65205-6015

\* QUESTIONS? CALL US AT (573) 874-7378 OR (573) 874-7549 or email business.license@como.gov

\* CHANGE OF ADDRESS OR PHONE NUMBER? MAKE CORRECTIONS ABOVE OR ENCLOSE NEW ADDRESS WITH PAYMENT.

\* MAKE CHECKS PAYABLE TO: CITY OF COLUMBIA

IF YOUR BUSINESS SELLS TOBACCO PRODUCTS, ALTERNATIVE NICOTINE PRODUCTS, OR VAPOR PRODUCTS, PLEASE COMPLETE THE ATTACHED APPLICATION FORM OR VISIT: HTTPS://WWW.COMO.GOV/FINANCE/BUSINESS-LICENSES/