



# City of Columbia, Missouri

Business License Division  
P.O. Box 6015  
Columbia, MO 65205-6015

**PAYMENT  
IS DUE**  
  
**07/31/2020**

## BUSINESS LICENSE RENEWAL NOTICE

For License Year August 1, 2020 - June 30, 2021

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

LICENSE NO.

Owner

Location

DBA

Mailing Address

State Sales Tax # \_\_\_\_\_

No. of Employees \_\_\_\_\_

Gross Receipts \$ \_\_\_\_\_

### LICENSE FEES

- 1. ANNUAL LICENSE FEE \$ \_\_\_\_\_
- 2. PENALTY \$ \_\_\_\_\_
- 3. FOOD INSPECTION FEE \$ \_\_\_\_\_
- 4. BALANCE DUE FROM PRIOR YEAR \_\_\_\_\_ \$0.00

TOTAL  
AMOUNT  
DUE

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**PROCESS YOUR BUSINESS LICENSE RENEWAL ONLINE [WWW.COMO.GOV/FINANCE/BUSINESS-LICENSES/](http://WWW.COMO.GOV/FINANCE/BUSINESS-LICENSES/)  
PUBLIC ACCESS TO THE BUSINESS LICENSE OFFICE ISN'T ALLOWED DUE TO THE PANDEMIC. PLEASE SUBMIT THIS FORM, PAYMENT OF FEES AND OTHER REQUIRED DOCUMENTS VIA OUR ONLINE PORTAL, REGULAR MAIL OR DROP BOX IN THE BACK OF CITY HALL AT 701 E. BROADWAY.**

### 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, including gross annual commissions.

1. ANNUAL LICENSE FEE is based on the gross receipts for the most recent annual accounting period (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

ANNUAL GROSS RECEIPTS	LICENSE FEE
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 July 31st. Payments made after this date 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.

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

GROSS RECEIPTS	INSPECTION FEE
Less than \$250,000.....	\$220.00
Between \$250,000 and \$750,000.....	\$305.00
Over \$750,000.....	\$570.00

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.

**Submission of a Certificate of No Tax Due from the MO Department of Revenue is required from all retail businesses. Please contact [taxclearance@dor.mo.gov](mailto:taxclearance@dor.mo.gov) or 573-751-9268 if you have any questions about this Certificate.**

\* 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.

- \* **QUESTIONS? CALL US AT (573) 874-7378 OR (573) 874-7549 or email [business.license@como.gov](mailto: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 TOBACCO RETAILER LICENSE APPLICATION FORM AT [WWW.COMO.GOV/FINANCE/BUSINESS-LICENSES/](http://WWW.COMO.GOV/FINANCE/BUSINESS-LICENSES/)