



**MERCHANT'S LICENSE  
APPLICATION  
ST. FRANCOIS COUNTY, MISSOURI**  
License period January 1<sup>st</sup> through December 31<sup>st</sup>

Office Use Only

Date: \_\_\_\_\_

Lic#: \_\_\_\_\_

**INFORMATION REGARDING BUSINESS:**

**MISSOURI STATE SALES TAX NUMBER** (8 digits)         **required**

**LEGAL NAME** (corporation/individual/company/llc) \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
For Above (street) (city) (state) (zip code)

**TELEPHONE NUMBER** \_\_\_\_\_  
For Above

**BUSINESS NAME** \_\_\_\_\_

**BUSINESS LOCATION ADDRESS** \_\_\_\_\_  
(street) (city) (state) (zip code)

**MAILING ADDRESS FOR LICENSE RENEWAL** \_\_\_\_\_  
(street) (city) (state) (zip code)

**TELEPHONE** \_\_\_\_\_ **DATE BUSINESS OPENED** \_\_\_\_\_  
For St. Francois County Location

**NATURE OF BUSINESS** \_\_\_\_\_  
(retail clothing, restaurant, etc)

**INFORMATION REGARDING APPLICANT:**

**APPLICANT IS:** OWNER  MANAGER  AGENT

**NAME OF APPLICANT** \_\_\_\_\_  
**Please print** (last name) (first name) (middle initial)

**E-MAIL ADDRESS** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_  
(if available)

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**Payment of \$25.00** by check, money order, or credit card **payable to Angie K. Usery,**  
**St. Francois County Collector at:**

St. Francois County  
Angie K. Usery, Collector  
1 W. Liberty, Suite 201  
Farmington, MO 63640

# Do You Need a St. Francois County Merchant's License?

Missouri Law, Section 150.010 RSMo 2016, 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.

If you answer **YES** to **all** these items, you are **required** to have a merchant's license:

- You own or operate a business.
- The business is located in St. Francois County.
- The business has a sales tax number issued by the Missouri Department of Revenue.
- Product or merchandise is sold at retail and you collect and remit sales tax to the Missouri Department of Revenue; or, product or merchandise is sold at wholesale.

## You Do NOT Need a Merchant's License if:

- You are a physician, dentist or veterinarian selling medicines in your practice.
- 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.

## How Do You Obtain a Merchant's License?

1. **Obtain** a Missouri state **sales tax number** by contacting the **Missouri Department of Revenue** at: 301 W High St Rm 330, Jefferson City, MO 65101, 573-751-2836 or, [dor.mo.gov/registerbusiness](http://dor.mo.gov/registerbusiness).
2. **Return** a completed St. Francois County Merchant License **Application** with a **\$25.00 fee** to the St. Francois County Collector's office. Applications can be downloaded at [www.sfcgov.org/collector](http://www.sfcgov.org/collector) in the licenses section or picked up at the St. Francois County Collector's office.

## What if You Do Not Have a Permanent Site for Your Business?

- If you reside in St. Francois County **and** engage in or conduct a temporary or transient business, **you need** a Merchant's License, as long as you meet the above requirements.

## Miscellaneous Information:

- A Merchant's License is issued for the calendar year: **January 1<sup>st</sup> thru December 31<sup>st</sup>**.
- A business with **more than one location** is required to obtain a separate license for **each** place of business.
- State of Missouri requirements must be satisfied before a St. Francois County Merchant's License can be issued.