



2025
**MERCHANT'S LICENSE
APPLICATION**
BOONE COUNTY, MISSOURI



License period January 1st through December 31st

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**
For Boone County Location **OPENED** _____

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 Boone County Collector** at:

Boone County Collector of Revenue
Roger B. Wilson Boone County Government Center
801 East Walnut, Room 118
Columbia, MO 65201-4890

For additional information call 573-886-4285 or visit www.showmeboone.com/collector

DO YOU NEED A BOONE 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 Boone County.
- The business has a sales tax number issued by the Missouri Department of Revenue.

You Do NOT Need a Merchant's License if:

- You are a registered motor vehicle dealer and your primary business is selling motor vehicles.
- 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.
2. **Return** a completed Boone County Merchant License **Application** with a **\$25.00 fee** to the Boone County Collector's office. Applications can be downloaded at www.showmeboone.com/collector in the forms section or picked up at the Boone County Collector's office.

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

- If you reside in Boone 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 1st thru December 31st**.
- 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 Boone County Merchant's License can be issued.

Contact Your City Clerk to Determine if You Also Need a City Business License.

Ashland	573-657-2091	109 E Broadway	65010	www.ashlandmo.us
Centralia	573-682-2139	114 S Rollins	65240	www.centraliamo.org
Columbia	573-874-7378	701 E Broadway	65201	www.como.gov
Hallsville	573-696-3885	202 Hwy 124 East	65255	www.hallsvillemissouri.wordpress.com
Harrisburg	573-874-0138	PO Box 97	65256	none available
Hartsburg	573-657-4529	PO Box 37	65039	none available
Rocheport	573-698-3245	703 First St	65279	www.rocheport.com
Sturgeon	573-687-3321	303 Station Dr	65284	www.sturgeon-mo.org