

SPECIFIC INSTRUCTIONS FOR 2020 BUSINESS LICENSES

Name of Business: The name of your business

DBA: Doing Business As. If the DBA is different than Name of Business list here. If the DBA is the same as the Name of Business, enter Name of Business here.

Address: Mailing address of your business

City, State, Zip: Mailing address of your business

Phone #: Main telephone number of your business (may be cell phone)

Other Phone #: Emergency telephone number or other contact number (may be cell phone)

Owner/Contact: If sole owner, list the name of the owner. If a partnership or corporation, list who we should contact with questions.

This Year Only: If you are purchasing a business license for this year only and do not plan to renew it the following year, please enter "Yes". By entering "Yes", you will not be sent a business license application next year. If you plan to renew your business license for succeeding years, please enter "No". By entering "No" you will be sent a business license application next year.

Location in MC: If your business is located in Monroe City, provide the location address. If it is not located in Monroe City, please leave blank.

Entity: Enter sole proprietor, corporation, partnership or LLC

Waste Disposal: List how you dispose of solid waste generated by your business.

Workers' Comp:

Status Description

- 1 Have five (5) or more employees and they are covered under the Workers' Compensation Law. You may have your insurance agent fax a certificate of insurance to the City at **573-735-3314**.
- 2 Construction industry employer that **erects, demolishes, alters or makes repair improvements**, with one or more employees and they are covered under Worker's Compensation Law. You may have your insurance agent fax a certificate of insurance to the City at **573-735-3314**.
- 3 Exempt from the Workers' Compensation Law because I am not a construction employer who would erect, demolish, alter or make repair improvements, and I have less than five (5) employees. By listing this status, you are certifying that you are not required to carry workers' compensation insurance.
- 4 Exempt from the Workers' Compensation Law because I am a construction contractor and I do not have any employees. By listing this status, you are certifying that you are not required to carry workers' compensation insurance.

List the appropriate status for your business – **1, 2, 3 OR 4**.

Goods/Retail: **This applies only to businesses located inside the corporate city limits of Monroe City.** If your business is not located in Monroe City, answer NO. Does your business sell goods at retail? Examples of sales at retail include: the sale of tangible personal property, taxable services, utilities, hotel rooms, motel rooms and restaurants. If your business does sell goods at retail enter **YES**. If it does not, enter **NO**. If you answered "yes" to this question, you are required to provide the **City with a "Statement of No Tax Due" issued by the Department**

of Revenue. The statement of no tax due shall be dated no longer than ninety days before the date of submission for application or renewal of the city license. Business owners can go on-line to <http://dor.mo.gov/tax/business/sales/notaxddue> to acquire a statement of no tax due by entering their Missouri tax identification number and pin number located on their sales tax return or voucher.

MO ID No: If you answered **YES** to Goods/Retail, list your Missouri Identification number if you want the city to check compliance with the no tax due requirement. If you provide a current statement of no tax due, you are not required to provide your Missouri Identification number.

City Web Site: If you want your business listed on the City's web site, state "**Yes**". If you do not want to be on the City's website, state "**NO**". If you answered "**Yes**" The following information will be displayed on the City's website:

- DBA
- License #
- Description of Business
- Contract
- Telephone Number
- Address/Location
- Web Site
- Email address
- Logo or picture of your business

Describe Business: Please provide a general description of your business and the services offered.
Example: General Contractor\Carpenter\Electrician.

Your Web Site: If your business has a website please list it.

Your Email Address: Please list your email address if you have one.

Logo/Picture: If your business has a logo and or a picture depicting your business, please email them to cellison@monroecity.org so that they can be put on the City's website.