

## Contacts for Licenses and Permits

Requirements	Agency
To receive information regarding requirements for a particular kind of business, contact the business development specialists at MissouriBusiness.net	Missouri Small Business Development Centers Locate a center near you by visiting the list at: <a href="http://www.missouribusiness.net/sbdc/centers.asp">http://www.missouribusiness.net/sbdc/centers.asp</a> Ph: (573) 884-1555
Federal Tax Identification Number (EIN) Ask for Form SS-4	Internal Revenue Service Business & Specialty Tax phone line: (800) 829-4933 Online application: <a href="https://sa1.www4.irs.gov/modiein/individual/index.jsp">https://sa1.www4.irs.gov/modiein/individual/index.jsp</a> Download form (fax or mail to local IRS office): <a href="http://www.irs.gov/pub/irs-pdf/fss4.pdf">http://www.irs.gov/pub/irs-pdf/fss4.pdf</a>
Register for business taxes to include: State ID Number Sales and Use Tax Employee Withholding Tax Corporate Income Tax	Missouri Dept. of Revenue Division of Taxation and Collection P.O. Box 3300 Jefferson City MO 65105-3300 Ph: (573) 751-5860 To order forms Ph: 1-800-877-6881 Forms by Fax: (573) 751-4800
Register for business taxes to include: State ID Number Unemployment Insurance Tax Workers' Compensation Insurance	Missouri Division of Employment Security P.O. Box 59 421 E. Dunklin Jefferson City, MO 65104 -0059 Ph: (573) 751-3215 Fax: (573) 751-4945
Fictitious Name (Trade Name) (cost \$7) Articles of Incorporation (cost a minimum of \$58)	Missouri Secretary of State Capitol Building, Room 208 P.O. Box 778 Jefferson City, MO 65102-0778 Ph: 1-866-223-6535 <a href="http://www.sos.mo.gov/business/corporations/forms.asp">http://www.sos.mo.gov/business/corporations/forms.asp</a>
Workers' Compensation Insurance - required with five or more employees, or one or more in construction business. Recommended for all businesses.	Contact a commercial insurance representative
County Merchant's License (Required for any business collecting sales tax within the county)	County Collector's office
City Business License (Contact the appropriate city government offices if located in other incorporated townships within your county)	City business/merchant license office
Other Agencies that may require specialized licenses or permits: Health Department, Zoning Permits, Professional Licenses such as Physicians, Lawyer, Real Estate, Securities, etc. Trade Licenses such as Day Care, Plumbing, Heating, Electrician, etc.	Visit the Missouri Business Portal's permit and licenses search tool at: <a href="http://www.business.mo.gov/lookup/PermitSearch.aspx">http://www.business.mo.gov/lookup/PermitSearch.aspx</a>  Contact the KC SourceLink Call Center at: (888) 751-2863 or E-mail: <a href="mailto:businesscenter@missouri.edu">businesscenter@missouri.edu</a> for more information and assistance.