



# County of Jefferson

State of Missouri

JEFFERSON COUNTY  
ADMINISTRATION CENTER  
PO BOX 100  
HILLSBORO, MO 63050

Phone: (636) 797-5406  
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**MICHELLE WORTH**  
DEPARTMENT OF THE COUNTY COLLECTOR

## APPLICATION FOR MERCHANT LICENSE

**WARNING: IF YOU ARE NOT A RESIDENT OF JEFFERSON COUNTY YOU ARE REQUIRED TO FILE AN AFFADAVIT WITH THIS OFFICE BEFORE A MERCHANT'S LICENSE CAN BE ISSUED!**

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DBA NAME (IF APPLICABLE): \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ OWNER'S PHONE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_  
(IF DIFFERENT THAN BUSINESS)

SALES TAX #: \_\_\_\_\_ NATURE OF BUSINESS: \_\_\_\_\_  
(REQUIRED)

TYPE OF LICENSE: \_\_\_\_\_ NEW LICENSE \_\_\_\_\_ RENEWAL \_\_\_\_\_ OPENING DATE \_\_\_\_\_

TYPE OF SALES: \_\_\_\_\_ RETAIL \_\_\_\_\_ WHOLESALE \_\_\_\_\_ BOTH \_\_\_\_\_

**THE STATE OF MISSOURI REQUIRES THAT VERIFICATION OF WORKERS' COMPENSATION INSURANCE BE GIVEN BEFORE ANY MUNICIPALITY OR COUNTY CAN ISSUE A LICENSE.**

WORKERS' COMPENSATION INSURANCE IS REQUIRED FOR BUSINESSES IN THE FOLLOWING CATEGORIES:  
CHECK IF APPLICABLE

\_\_\_\_\_ CONSTRUCTION – ONE (1) OR MORE EMPLOYEES

\_\_\_\_\_ NON-CONSTRUCTION – FIVE (5) OR MORE EMPLOYEES

PLEASE CHECK THE PROPER STATEMENT BELOW:

\_\_\_\_\_ I HAVE ATTACHED VERIFICATION OF WORKERS' COMPENSATION INSURANCE

\_\_\_\_\_ I AM NOT REQUIRED BY THE STATE OF MISSOURI TO HAVE WORKERS' COMPENSATION INSURANCE

**PLEASE ENCLOSE MERCHANT LICENSE FEE: \$25.00**

(MAKE CHECKS PAYABLE TO MICHELLE WORTH, COLLECTOR)

**NOTE TO APPLICANT** – This merchant's license does not exempt you from obtaining other County permits. You are responsible for obtaining all other County permits/approvals (i.e. zoning, occupancy and building permits, liquor licenses, etc.)

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**