Dear Hamilton Merchant,

City of Hamilton Code Section 88.020 states in part:

EVERY PERSON ENGAGED IN BUSINESS IN THE CITY
SHALL OBTAIN FROM THE CITY COLLECTOR A LICENSE
AND EVERY PERSON IN BUSINESS SHALL MAINTAIN A
LICENSE SO LONG AS HE OR SHE SHALL REMAIN IN BUSINESS…

Hamilton City Business License fee is $25.00. All licenses are valid from July 1st-June 30th. Licenses are NOT pro-rated. **It is important that you obtain your business license on time.** If you fail to pay the business license fee on time then there is interest that will be due and penalties for failure to file for the license and failure to pay, as follows:

- Interest at 3% per year, PLUS
- Penalties of 5% per month up to 25% for failure to file the application, AND
- Penalties of 5% for failure to pay

Also, if you are operating without a license, it is a violation of City ordinances. A ticket for an ordinance violation may be issued to you. The fine for an ordinance violation is up to $500.00 and each day that you are late is treated as a separate offense. In addition the City can order you to cease operating your business without a license. **The City does not want to have to use either of these procedures, so please get your business license application turned in prior to June 30, 2016!**

Please return:

1. A completed Business License Application, (see page #1)
2. Certificate Workers’ Compensation Liability Coverage document (see page #2)
3. Sales Tax Information (see page #3)
4. No Tax Due Certificate, if you are a Retail Business
5. Business License Fee of $25.00 to City Hall.

If you have any questions please contact City Hall at 816-583-4911.

Thank You,

Deb Davis, City Clerk
City of Hamilton
CITY OF HAMILTON
APPLICATION FOR BUSINESS LICENSE

BUSINESS NAME: _______________________________________________________________

BUSINESS ADDRESS: ____________________________________________________________

BUSINESS PHONE: _____________________________________________________________

OWNERS NAME: ________________________________________________________________

OWNERS ADDRESS: ____________________________________________________________

OWNERS PHONE: DAY: _____________________ NIGHT: ____________________________

       CELL: _______________ PAGER: __________________________

MANAGERS NAME: ______________________________________________________________

MANAGERS PHONE: DAY: _____________________ NIGHT: ____________________________

       CELL: _______________ PAGER: __________________________

Please fill out contact information. The Hamilton Police Department will use this information in case of an emergency at your business.

1ST CONTACT

EMERGENCY CALL-OUT PERSON: _________________________________________________  
EMERGENCY CALL-OUT NUMBER: ________________________________________________  
ESTIMATED RESPONSE TIME TO BUSINESS: ________________________________________  

2ND CONTACT

EMERGENCY CALL-OUT PERSON: _________________________________________________  
EMERGENCY CALL-OUT NUMBER: ________________________________________________  
ESTIMATED RESPONSE TIME TO BUSINESS: ________________________________________  

3RD CONTACT

EMERGENCY CALL-OUT PERSON: _________________________________________________  
EMERGENCY CALL-OUT NUMBER: ________________________________________________  
ESTIMATED RESPONSE TIME TO BUSINESS: ________________________________________  

~ 1 ~
CERTIFICATE OF INSURANCE
FOR
WORKERS’ COMPENSATION COVERAGE

Contractors are required to have Workers’ Compensation Liability Insurance or an Affidavit of Exemption. This document must be completed and returned with your business license application.

I, the undersigned applicant for a business license from the City of Hamilton, Missouri, pursuant to 287.061 RSMo, do hereby certify that:

________ I am not required by Missouri law to cover my liability for Workers’ Compensation and have attached a signed/notarized Affidavit of Exemption.

________ I have produced with my application a copy of my certificate of insurance for Workers’ Compensation coverage showing coverage in effect as of the date of my license.

Business: __________________________
Signed by: __________________________
Position: ___________________________
Dated: __________________________

________________________
SALES TAX INFORMATION

City of Hamilton Code Section 88.020 states in part:

Every individual, partnership, and corporation doing business in the City of Hamilton upon application for a business license must show proof that they have registered with the State of Missouri and the Department of Revenue of the State of Missouri and have obtained a sales tax number and proof that there is no sales tax due. Failure to furnish such proof will result in the refusal to issue a City business license.

A. *Please provide
   1. Your Sales Tax #________________________, and
   2. Proof that no sales tax is due to the Missouri Department of Revenue, by providing a no sales tax due form.
   
   You must call or write to the Missouri Department of Revenue to get the no sales tax due form.
   (Please see address and phone number below.)

   Signature of Owner: ________________________________

OR

B. *I am exempt from Sales Tax because my business does not engage in retail sales and is a service only.

   Signature of Owner: ________________________________

This is the address and phone number you may use to get the no sales tax due form requested above:

   Missouri Department of Revenue
   Division of Taxation and Collection
   P.O. Box 3666
   Jefferson City, Missouri 65105
   573-751-7200
   www.dor.mo.gov