

**BUSINESS LICENSE APPLICATION**  
 Retail/Wholesale/Service/Manufacturer/Contractor  
 City of Kansas City, Missouri Phone  
 Revenue Division (816) 513-1135



**RD-101**  
**(11/07)**

Period From:

Period To:

Legal Name:

EIN:

Mailing Address:

Account ID:

DBA Name:

SIC Code:

Business Address:

**Please call (816) 513-1135 if there is a change in name, address, or FEIN/SSN**

Please print numbers carefully as shown and avoid contact with the edges of the box. Do not use dollar signs.

0	1	2	3	4	5	6	7	8	9
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**Business License Expires December 31st of each year. To avoid penalty pay before March 1.**

GROSS ANNUAL RECEIPTS FOR PRIOR CALENDAR YEAR (Estimate if new business) DOLLARS CENTS										ANNUAL FEE DUE (from table A of instructions) DOLLARS CENTS																				
1. RETAIL/ WHOLESALE/ SERVICE:	1a.																			1b.										
2. MANUFACTURER:	2a.																			2b.										
3. CONTRACTOR:	3a.																			3b.										
4. Annual fee due (sum of lines 1b, 2b, and 3b)	4.																			4.										
5. Credit for prior year overpayment (if applicable) (See instructions)	5.																			5.										
6. Penalty: 10% of line 5a, if paid on or after March 1, plus 2% per month for subsequent months (maximum penalty is 30%)	6.																			6.										
7. Total amount due (line 4 minus line 5 plus line 6)	7.																			7.										
8. Amount paid	8.																			8.										
9. X box 9 if amended return (see instructions)	9.																			9.										

ATTACH ALL REQUIRED CLEARANCES (WORKERS' COMP REQUIRED OF construction applicants)

10. For office use only: "X" if Workers' Comp clearance attached

Make check payable to: CITY TREASURER DO NOT SEND CASH Mail to PO Box 15623 Kansas City, MO 64106-0623

Under penalties of perjury, I declare this return to be a true, correct, and complete accounting for the taxable year stated.

I authorize the Commissioner of Revenue or delegate to discuss my return and attachments with my preparer. Yes  No

Taxpayer Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Preparer's Signature (if other than taxpayer) \_\_\_\_\_ Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_



**Instructions for Filing Business License Application (Form RD-101)  
and Prior Year Adjusted Return(Form RD-104)**

Phone (816) 513-1135  
RD-101/104A

(Rev 11/07)

**Retail, Wholesale, Service, Manufacturer, and Contractor/Construction/Remodeling businesses are required to complete the form RD-101 for the current year and, if applicable, form RD-104 for the previous year to obtain a business license. The license fee for new businesses is based upon estimated gross receipts. Existing businesses will use the previous year's gross receipts to determine the current year fee. Form RD-104 should be used to report actual gross receipts for the previous year. The minimum fee for this business license is \$25.00. To avoid delays in processing, use forms provided or forms approved by the Revenue Division of the City of Kansas City, Missouri.**

**General Instructions**

1. The following information must be entered on both ( **IF YOU NEED CHANGES OR CORRECTIONS MADE TO THE FORMS SENT TO YOU , PLEASE CONTACT THE BUSINESS LICENSE SECTION AT (816) 513-1135**)
  - Taxable period (calendar year only)
  - SIC Code/NAICS (if known)
  - Business name and location
  - FEIN/SSN
  - Missouri Sales Tax Number (required for retail sales)
  - Mailing address
2. **All new businesses and businesses that have relocated are required to obtain zoning clearances prior to issuance of business licenses. All required clearances must be attached to Business License Application.** For information on zoning requirements, contact the Development Services, Permit Division, 5<sup>th</sup> floor, City Hall, (816) 513-1500. **Construction businesses must attach a copy of their certificate for workers' compensation coverage or a copy of Missouri Form WC-65-B, if exempted from coverage. Other clearances may be required.**
3. **The following may delay issuance of your business license:**
  - Failure to furnish required information
  - Calculation error
  - Failure to attach proper clearances
  - Failure to pay other city taxes
  - Incorrect payment amount (i.e., failure to include penalty)
  - Not filing both forms together (RD101 and RD104)
  - Failure to use forms approved by the Revenue Division
4. **When and where to file:**

Forms RD-101 and RD-104 are due prior to **March 1<sup>st</sup>** of each year for businesses operating in any portion of both the current and prior years. New businesses are required to file form RD-101 prior to operating. Tax returns may be filed in person with the Revenue Division, 414 East 12th Street, 2<sup>nd</sup> Floor-East, Kansas City, Missouri. Mail completed returns and checks to: Revenue Division, P.O. Box 15623, Kansas City, MO 64106-0604
5. **Penalty provisions:**
  - a. A late charge of 10% of the amount due shall apply on March 1<sup>st</sup> of the current year and 2% of the original fee shall apply the first of each month thereafter (maximum 30%) until paid in full. New businesses that have not filed are subject to the 10% penalty on the 61<sup>st</sup> day of business and to the additional 2% penalty the first of each month thereafter.
  - b. A statement of gross receipts on preliminary license application resulting in payment of less than 80% of the actual amount due, unless equal to or exceeding the gross receipts for the preceding year, will result in interest charges of 8% of the deficiency. These charges will be added to the annual license fee and are computed from the date of payment of the preliminary license fee to the date of payment of the annual fee.

**Complete RD-104 form prior to completing RD-101 (not applicable to new businesses)**

**Form RD-104 Instructions-Prior Year Adjusted Return**

**RETURNS FILED ON MARCH 1<sup>ST</sup> OR AFTER MAY NOT APPLY A CREDIT AND WILL NOT BE ELIGIBLE FOR A REFUND**

- Line 1a, 2a, or, 3a. . . . . Enter on applicable line actual gross receipts for the previous calendar year.  
Line 1b, 2b, or, 3b. . . . . Calculate annual fee due using appropriate table on Forms RD 101 and enter amount on applicable line.  
Line 4a and 4b. . . . . **Leave blank**  
Line 5. . . . . Enter annual fee due (sum of lines 1b, 2b or 3b).  
Line 6. . . . . Enter amount of fee paid for the previous year's business license (**Excluding any interest and penalties**).  
Line 6a. . . . . Calculate annual fee subtotal (line 5 minus line 6).  
Line 7. . . . . If filed after March 1<sup>st</sup> of the current year calculate penalty on line 6a and enter amount due.  
Line 8. . . . . Add lines 6a plus line 7, (if negative enter zero).  
Lines 9 and 10 . . . . . If line 6 is greater than line 5, enter amount of credit or refund (**NOTE: Returns filed on March 1st or after may NOT apply a credit and will not be eligible for a refund**)  
Line 11 . . . . . Enter amount paid.  
Line 12 . . . . . Enter dates closed.