



Vendor License Application

Section 609.020 of the Farmington Municipal Code states that no person shall engage in the business of a vendor unless he or she has first obtained a license pursuant to the provisions of Chapter 609.

No vendor shall engage in the business of a vendor except between the hours of 8:00 A.M. through 10:00 P.M.

The following items are required to be submitted with this vendor application:

- Copy of Drivers License or State Identification
- Copy of Inspection Report from St. Francois County Health Department (food vendors only)
- Copy of Missouri Tax Identification Number or Missouri Exemption Certificate*

Event Information:

Event Name: _____

Event Location: _____ Event Date(s): _____

I am not with a specific event.

Applicant Information:

Name used to register for event: _____
(List business name. If registered under personal name, please print name here.)

Owner's Name, if different from above: _____

Mailing Address: _____

Phone Number: _____ Product Being Sold: _____

If vending from a vehicle or trailer:

Make/Model: _____ License Plate #: _____

Fee & License:

I wish to apply for the following license: \$4.00 Per Day \$20.00 Per Week

Licenses are mailed to the address provided unless you select a different option below.

I would like my license emailed to: _____

I would like to pick up my license on: _____

The license will need to be displayed at the event.

Submit application, required items and payment to:
City of Farmington, 110 W Columbia Street, Farmington, MO 63640
City Hall Business Hours: Monday - Friday 8:00 A.M. - 4:30 P.M.
City Collector's Phone Number: 573-756-1701

*For more information regarding a Missouri Tax Identification Number or Missouri Exemption Certificate, please see our "Notice to Vendors" on page 2 or visit <http://dor.mo.gov/faq/business/special.php>.

FOR OFFICE USE ONLY:

Start Date: _____

End Date: _____

Received:

Driver License

Inspection Report

MO Sales Tax or Exemption



Notice to Vendors

The Missouri Department of Revenue requires all vendors to have their own Missouri Tax Identification Number if they make sales at retail. Unregistered vendors will need to contact the Missouri Department of Revenue to obtain a Missouri Sales Tax License. The license will be issued with a statement including, “This business is authorized to make sales in all cities and counties within the State of Missouri and is required to collect and remit all applicable state and local sales taxes.”*

See <http://dor.mo.gov/faq/business/special.php>

How does this affect you?

If you sell retail items to the public in Farmington, whether it be at an event or on your own, you will be required to provide a copy of your Missouri Tax Identification Number **before** a Vendor License will be issued. You should apply for your Missouri Tax Identification Number well in advance of applying for your Vendor License through the City of Farmington.

Do I have to collect sales tax?

Yes, you must collect sales tax if you are selling retail to the public. Any person or company that is selling goods to a final consumer is required to collect and remit Missouri Sales Tax. It is your responsibility to ensure that you are collecting the correct tax rate. Tax tables can be found on the Missouri Department of Revenue’s website.

If you or your spouse are at least 65 years of age and the income from the sales of **handicraft** items does not constitute more than 50% of your annual income, you may complete and display an Exemption Certificate for Sales of Handicraft Items ([Form 2478PDF Document](#)).

Contact (573) 751-5860 or businesstaxregister@dor.mo.gov for further information.

See <http://dor.mo.gov/faq/business/special.php> for a list of frequently asked questions.

What if I live in another state?

Your responsibilities for collecting and remitting sales tax are the same as a Missouri resident. However, if you earn more than \$600.00 in the state of Missouri, you may also be required to file a Missouri state income tax return.

How do I apply for a Missouri Tax Identification Number?

The Missouri Department of Revenue has created Form 2643S, “Missouri Special Events Application: for special event vendors. You may access the form [here](#) or by calling 1-800-877-6881. You should apply well in advance of any Farmington business activities you plan to partake in.

If you have questions regarding sales tax and special events, please contact the Missouri Department of Revenue at (573) 751-5860 or email businesstaxregister@dor.mo.gov.

If you have additional questions regarding a Vendor License through the City of Farmington, please call the City Collector’s office at (573) 756-1701 or email abischoff@farmington-mo.gov.

*Source: Missouri Department of Revenue website, <http://dor.mo.gov/faq/business/special.php>