

Legal Registrations to Start a Business

Instructions: Depending on the type of your business and the number of employees you have, some of these registrations may not apply to you. For the ones that do apply, use this chart as a checklist.

Jurisdiction	Description	Fee	Contact
State of Missouri	Business Registration	Fees vary depending on the type of business structure.	MO Secretary of State Office 606 W Main St Jefferson City, MO 65701 573.751.4936 https://www.sos.mo.gov/business/corporations
Federal	Employer Identification Number (EIN)	No fee. Use the EIN to open your business bank account.	Internal Revenue Service Go to irs.gov and search "apply ein"
State of Missouri	Sales Tax ID	Any business that makes retail sales must obtain a Missouri Retail Sales License from the MO Department of Revenue. You must post a bond (based on projected monthly gross sales) at the time of application.	MO Department of Revenue, Division of Taxation & Collection PO Box 3300 Jefferson City, MO 65105 573.751.5860 / Fax 573.522.1722 https://dor.mo.gov/business/smallbusiness/ businesstaxregister@dor.mo.gov
Your County	Business License	Each county is different.	Call your county courthouse.
Your City	Merchants License	Each city is different.	Call city hall in each city where your business will have a physical presence.
County	Health Permit	Food sales and food stores: an application fee is required for food service establishments. Employees and managers may need to take a food handling class for an additional fee.	Call your county health department.
State of Missouri	Liquor Permit	Fees vary.	Alcohol and Tobacco Control, Central Office PO Box 837 Jefferson City, MO 65102-0837 573.751.2333 / Fax 573.526.4540 https://atc.dps.mo.gov/

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State of Missouri	Professional Registration	Some occupations require an extra registration with the state. See the website for details.	Missouri Division of Professional Registration 573.751.0293 https://pr.mo.gov/professions.asp
State of Missouri Bureau of Childcare	Childcare/Daycare Licensing Requirements	None	Department of Health & Senior Services Bureau of Childcare 573.751.2450 https://health.mo.gov/safety/childcare/licensed.php
For Companies Hiring Employees			
Jurisdiction	Description	Fee	Contact
State of Missouri	Workers Compensation Insurance is compulsory for all employers with 5 or more employees. For construction industry employers who erect, demolish, alter, or repair improvements, workers comp is required for <u>one</u> or more employees.	Premiums vary. Purchase insurance through private carriers.	MO Department of Labor & Industrial Relations Division of Workers Compensation 573.751.4231 https://labor.mo.gov/dwc workerscomp@labor.mo.gov
State of Missouri	Unemployment Insurance Not all business are liable for unemployment insurance. It depends on the type of entity and the type of work performed.	Pay quarterly. Rates vary from 1.0% to 3.51%.	Division of Employment Security PO Box 59 Jefferson City, MO 65104-0059 Fax 573.751.9730 https://labor.mo.gov/des
State of Missouri	Wage and hour laws, unemployment tax, and employment eligibility verification (I-9 form)	Varies	Division of Labor Standards PO Box 449 Jefferson City, MO 65102-0449 573.751.3403 / Fax 573.751.3721 https://labor.mo.gov/new-employer laborstandards@labor.mo.gov
Federal & State	Mandatory Posters	Free to download.	https://labor.mo.gov/posters

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All opinions, conclusions or recommendations expressed are those of the author and do not necessarily reflect the views of the SBA.
Programs are extended to the public on a non-discriminatory basis. For more information, contact Ryan Eidson at:

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