Form **943**

Missouri Department of Revenue
Request for Tax Clearance

Department Use Only
(MM/DD/YY)

Missouri Tax I.D. Number

Federal Employer I.D. Number

Charter Number

1. Does this business have Missouri employees for which they are required to withhold Missouri taxes? ☐ Yes ☐ No
2. Do you pay contributions to the Division of Employment Security? ☐ Yes ☐ No If yes, list account number _____

Business Ownership

If there has been a change in the ownership of your business, you may need to contact Business Tax Registration at (573) 751-5860 to ensure your account is property registered.

☐ Corporation   ☐ Partnership   ☐ Sole Proprietorship
☐ Limited Liability Company Taxed as: ☐ Corporation ☐ Partnership ☐ Sole Owner

Name	Doing Business As Name (DBA)		
Mailing Address	City	State	Zip Code

Reason(s) for Request

1. I am completing the following transaction with the Missouri Secretary of State's Office.
   ☐ Reinstatement   ☐ Withdrawal or Termination   ☐ Merger — Date of Merger _____ / _____ / _____
   All tax types and the account with the Division of Employment Security will be reviewed and must be filed and paid in full.
2. I am completing the following transaction: ☐ Selling Business Assets   ☐ Financial Closing   ☐ MBE or WBE
   ☐ Missouri Quality Jobs   ☐ Office of Administration Contract Bid greater than $1,000,000 (Page 2 is required.)
   ☐ Other _____
   All tax types and the account with the Division of Employment Security will be reviewed and must be filed and paid in full.
3. I require a sales or use tax Certificate of No Tax Due for the following: Select all that apply.
   ☐ Business License   ☐ Liquor License   ☐ Other (if not listed) _____
4. I require a sales or use tax Vendor No Tax Due to obtain or renew a contract with the state of Missouri. (Page 2 is required.)
   Contact person _____   Phone Number (_____) _____-_____

Corporations

If there has been a name change for this corporation, please provide prior name.

☐ This corporation files consolidated corporation income tax returns in Missouri.
   Parent Corporation Information:
   Missouri Tax Identification Number
   Federal Employer Identification Number

Missouri corporation franchise tax returns cannot be filed consolidated and must be filed by each corporation.

Sole Proprietorships

If individual income tax returns have been previously filed in another state, please provide a list of the states and years filed. Attach additional page(s) to this form if needed.

Your Social Security Number

Spouse's Social Security Number

Authorization

All correspondence will be released to the person authorized below. Release of this information to a third party (such as an accountant) at the request of the taxpayer does not give the third party authority to request further information from the Department. To obtain additional information or to represent the taxpayer before the Department, the taxpayer must execute a Power of Attorney designating the third party as its representative.

Name of Person Authorized to Receive This Information	Title	Phone Number (_ _ _) _ _ _ - _ _ _ _
Address	City	State	Zip Code
E-mail Address of Authorized Person		

Signature

Under penalties of perjury, I declare that the above information and any attached supplement is true, complete, and correct.

Signature of Owner or Officer	Title	Phone Number (_ _ _) _ _ _ - _ _ _ _
Printed Name of Owner or Officer		Please fax the results to (_ _ _) _ _ _ - _ _ _ _

Mail to: Taxation Division
              P.O. Box 3666
              Jefferson City, MO 65105-3666

Phone: (573) 751-9268
Fax: (573) 522-1265
E-mail: taxclearance@dor.mo.gov

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Complete this page and attach to form if Reason for Request on page 1 is #2 Office of Administration Contract Bid greater than $1,000,000 or #4. All applicable identification numbers must be completed on page 1 in order to process your request.

Reason for Request

1. I am requesting a Vendor No Tax Due for a . . . . ☐ Bid ☐ Contract

2. Is the bid or contract for a . . . . ☐ Individual ☐ Business

Information

1. Name of agency or university that the bid or contract is with. _____

   _____

2. What service(s) or item(s) will be supplied in the bid or contract? _____

3. Does the business or individual make taxable sales to Missouri customers? . . . . ☐ Yes ☐ No

4. Does the business or individual have any affiliates (any person or entity that is controlled or under common

   control with the vendor) in the state of Missouri? . . . . ☐ Yes ☐ No

   If yes, please list the FEIN(s) and Missouri Tax Identification Number(s). Attach a second sheet if needed. _____

   _____

5. Do any of the affiliates make taxable sales? . . . . ☐ Yes ☐ No ☐ N/A

Comments

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Frequently Asked Questions

1. What if I don't know my Missouri tax identification number?

   The Missouri tax identification number is assigned by the Missouri Department of Revenue at the time you register for the reporting of sales, use, withholding, corporation income, or corporation franchise tax. If you have not registered your business or need to check on the status of a registration, please contact Business Tax Registration at (573) 751-5860.

2. What is my federal employer identification number?

   The Internal Revenue Service issues your federal employer identification number when you register to file federal taxes. If you do not have this number, we will review the account based on the information provided.

3. What is my corporation charter number or certificate of authority number?

   Your corporate charter number is issued to a Missouri corporation, limited liability company or limited partnership, by the Missouri Secretary of State's Office, authorizing your company to transact business in the State of Missouri. The certificate of authority number is issued by the Missouri Secretary of State's Office to foreign entities. Questions concerning these numbers should be directed to the Missouri Secretary of State's Office at (573) 751-4153.

4. I am a foreign corporation. Am I required to register with the Missouri Secretary of State's Office?

   If you are a corporation, you must be authorized to transact business in the State of Missouri with the Missouri Secretary of State's Office. Some foreign corporations may not be required to obtain a certificate of authority number in Missouri. If your corporation is not required, indicate so and the reason why. You may review **Section 351.572.2 RSMo,** for possible reasons a corporation may not be required to register.

5. Why do I have to file a franchise tax return if I am not a franchise?

   Franchise tax is a tax based on the amount of assets a corporation has in or apportioned to the state of Missouri. It does not pertain to being a franchise.

6. Are not-for-profit corporations subject to franchise tax?

   No, pursuant to **Section 147.010,RSMo**, not-for-profit corporations are not subject to franchise tax.

7. Are LLCs subject to franchise tax?

   No, the corporation franchise tax is imposed upon "every corporation organized under or subject to **Chapter 351, RSMo**." Therefore, LLCs, which are organized under **Chapter 347, RSMo**, are not subject to franchise tax.

8. What are the reasons a corporation is dissolved?

   A corporation can be dissolved for failure to file the Annual Report, failure to file and or pay required taxes, failure to maintain a registered agent, and practicing fraud against the state.

9. What are the consequences of being administratively dissolved versus voluntarily dissolved?

   If the corporation voluntarily dissolves, it indicates the corporation requested the dissolution. If it is administratively dissolved, the Secretary of State's Office has dissolved the corporation. If the corporation is administratively dissolved, it could have difficulty when bidding a job in the state, trying to obtain a loan, or when completing a financial closing through a bank. The Secretary of State's website is: **http://www.sos.mo.gov/,** and may be viewed for additional information, forms, and the current status of the corporation.

10. Does this request have to be signed by the owner or corporate officer?

    Yes, an officer or the owner must sign the request.

11. Can I send my Secretary of State application with my tax clearance request form?

    No, once you receive the clearance letter it is sent with all required information to the Secretary of State's Office.

12. Will the Secretary of State's Office accept a faxed copy of the tax clearance?

    Yes, as long as it is within the allotted 60 day timeframe indicated on the clearance letter. Because the letter is only valid for 60 days, you may need to take this into consideration when completing the request for tax clearance and not request it too soon.

If you have questions concerning the tax clearance, please contact the Missouri Department of Revenue, Tax Clearance Unit at (573) 751-9268. The fax number is (573) 522-1265.

If you have questions concerning reinstatements, please contact the Missouri Secretary of State's Office at (573) 751-4153 or toll free at (866) 223-6535.

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