

MISSOURI DEPARTMENT OF REVENUE

SALES TAX

DETAILED INSTRUCTIONS AND INFORMATION BOOK

Filing your sales tax return just got easier!

By calling toll-free (888) 948-4653 you can file your zero sales tax return using the Telefile System. **To call in your zero sales return, you must have zero gross receipts and zero taxable sales.**

Telefile eliminates postal delays and the cost and time to generate, sign, and mail returns. Telefile also saves processing and data entry costs associated with paper filings.

Taxpayer Assistance Numbers

Jefferson City Central Office (573) 751-2836 Tax Assistance Center (573) 751-7191	Cape Girardeau (573) 290-5850
Kansas City (816) 889-2944	Springfield (417) 895-6474
St. Louis (314) 877-0177	Joplin (417) 629-3070
St. Joseph (816) 387-2230	Fax-on-Demand (573) 751-4800
Internet: www.dor.mo.gov/tax	E-mail: salesuse@dor.mo.gov
Toll Free Number for Forms (800) 877-6881	
Individuals with speech/hearing impairments may use TDD (800) 735-2966 or fax (573) 526-1881.	

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Instructions for Completing Missouri Sales Tax Returns

If you have questions or problems which are not covered in these instructions, you may obtain assistance by writing to the Taxation Bureau, P.O. Box 3300, Jefferson City, MO 65105-3300, e-mailing salesuse@dor.mo.gov, or calling (573) 751-2836. Persons with hearing or speech impairments may use TDD (800) 735-2966 or fax (573) 526-1881.



To ensure your tax records are **protected and confidential**, the Department of Revenue will not release tax information to anyone who is not listed in our records as an owner, partner, member, or officer for your business. If your partners, members, or officers change, you must update your registration with the department by completing a Form 126, Registration Change Request, before we can release tax information to those new partners, members, or officers. If you would like the department to release tax information to an accountant, tax preparer, or another individual who is not listed on your account, please complete a Form 2827, Power of Attorney.

To obtain a Form 2827, Power of Attorney, or a Form 126, Registration Change Request, contact the department at (800) 877-6881, download the form from the Internet at www.dor.mo.gov/tax/forms/, or the Missouri Department of Revenue's Forms-by-Fax System at (573) 751-4800.

GENERAL INFORMATION

Who Must File: All holders of Missouri Retail Sales Tax Licenses must file a sales tax return either monthly, quarterly or annually depending upon the amount of state sales tax due. The Form 53-1, Sales Tax Return, is provided to Retail Sales Tax License holders for this purpose.

When to File: The amount of tax collected determines filing frequency. It is your responsibility to determine your proper filing frequency, obtain returns and file them as required. Failure to obtain the forms will not be an excuse for failure to file the required returns. If you fail to receive a form, you should immediately notify the Taxation Bureau, P.O. Box 3022, Jefferson City, MO 65105-3022, (800) 877-6881. If you do not file timely, you will be subject to interest, additions to tax, and the discount for timely filing will be disallowed.

The following chart provides the due dates for filing Sales Tax Returns.

MONTHLY REPORTING	QUARTERLY REPORTING	ANNUAL REPORTING	2009 ACTUAL DUE DATE
JANUARY			FEBRUARY 20
FEBRUARY			MARCH 20
MARCH	1ST QUARTER		APRIL 30
APRIL			MAY 20
MAY			JUNE 22
JUNE	2ND QUARTER		JULY 31
JULY			AUGUST 20
AUGUST			SEPTEMBER 21
SEPTEMBER	3RD QUARTER		NOVEMBER 2
OCTOBER			NOVEMBER 20
NOVEMBER			DECEMBER 21
DECEMBER	4TH QUARTER	YEAR	FEBRUARY 1, 2010

Where to file: Mail your return to Missouri Department of Revenue, P.O. Box 840, Jefferson City, MO 65105-0840. If you receive a voucher book, mail your voucher return to the Missouri Department of Revenue, P.O. Box 3360, Jefferson City, MO 65105-3360.

No Sales Returns Required: Every business with a sales tax license is required to file a return on the monthly, quarterly, or annual frequency assigned to it by the Department of Revenue even if no sales were made during the period covered by the return.

Example: Mr. Doe has returns mailed to him on a monthly frequency. Because of health problems, the business is closed during the month of March. Upon receipt of the return, Mr. Doe must indicate “no sales”, sign, and mail the return to the Department of Revenue.

INTEREST RATES FOR LATE PAYMENTS:

YEAR	ANNUAL PERCENTAGE RATE	NUMBER OF DAYS	DAILY INTEREST RATE
2009	5%	365	.0001370
2008	8%	366	.0002186
2007	8%	365	.0002192

New or Additional Locations: If a business location which should be reported is not shown on the sales tax return, enter the business location on the return and complete the *Registration Change Request* form you received in your registration packet. Attach the **Registration Change Request** form to the return. To obtain additional forms contact the Taxation Bureau, P.O. Box 3022, Jefferson City, MO 65105-3022, access the department’s web site at www.dor.mo.gov/tax/forms/, call (800) 877-6881 or (573) 751-5860, or e-mail businessregister@dor.mo.gov. The new or additional location may not appear on the next preprinted return you receive. If it does not appear, please write the information on the return before filing.

Closing a Location: If you discontinue operation of a business location that is preprinted on the return, and you have no sales to report, enter “CLOSED” and the date closed in the GROSS RECEIPTS column for that business location. If you close a business location in the same reporting period for which gross receipts are reported for that business location, complete the *Registration Change Request*. The closed location may appear on the next preprinted return you receive. If it does appear, please draw a line through the location or two locations. If you have one location or two locations and you receive a voucher book, the book contains a Final Sales Tax Information Form which may be completed to close your business.

Reporting Motor Vehicle Leasing Receipts: Receipts that are derived fully or partially from the leasing of motor vehicles are reported on separate and distinct pages of your return. These pages can be identified by locating the letters “MVLE” in the upper right-hand area of the page. Leases of less than a 60-day duration should be taxed and reported on the line that lists your business address. Leases of a duration 60 days or greater should be taxed and reported on the lines listing the city/county where the lessors reside. Locations of lessors previously reported will be preprinted on the return for your convenience. Additional locations may be written in as necessary and will be preprinted on future returns.

Domestic Utility Sales: All sales of metered water service, electricity, electrical current, natural, artificial or propane gas, wood, coal, or home heating oil for “domestic use” are exempt from state sales tax, but any city or county may by ordinance impose a local sales tax upon such sales. “Domestic use” means that portion of metered water service, electricity, electrical current, natural, artificial or propane gas, wood, coal, or home heating oil, which an individual purchaser uses for nonbusiness, noncommercial, or nonindustrial purposes.

If you make sales of water, electricity, gas, etc., for “domestic use” in a city or county which imposes a local tax on the sales, the same location will be preprinted on separate pages of the return. The first time the location is listed, enter all sales subject to state, education, conservation, parks and soil tax, and any applicable local sales taxes. The second time the location is listed, enter only those sales of domestic utility services subject to local sales tax, and compute the tax thereon.

If the sales are made in a city and county that both impose a local sales tax, the rate indicated will be the combined local tax rates.

ALTERNATIVE PAYMENT OPTIONS

Sales Tax Payments Online

Now you can pay your sales tax online using a Credit Card or E-Check (Electronic Bank Draft).

Note: You must have a valid Missouri Tax ID Number to pay using this system, and must know the Filing Period for which you are filing. See description of payment methods and fees below.

Electronic Bank Draft (E-Check). By entering your bank routing number, checking account number, and your next check number, you can pay online. There will be a minimal handling fee per filing period/transaction to use this service.

Credit Card. This payment system accepts MasterCard, Discover, Visa, and American Express. The convenience fees listed below will be charged to your account for processing the credit card payment:*

<u>Amount of Tax Paid</u>	<u>Convenience Fee</u>
\$0.00–\$33.00	\$1.00
\$33.01–\$100.00	3.0%
\$100.01–\$250.00	2.95%
\$250.01–\$500.00	2.85%
\$500.01–\$750.00	2.85%
\$750.01–\$1,000.00	2.80%
\$1,000.01–\$1,500.00	2.75%
\$1,500.01–\$2,000.00	2.70%
\$2,000.01 or more	2.60%

*Rates are subject to change. Please check the web site at www.dor.mo.gov/tax/business/payonline.htm for current rates.

TELEFILE OF SALES TAXES

By calling toll-free (888) 948-4653, you can file your zero sales tax return using the Telefile System. Please see the front cover to obtain your PIN. **To be eligible to call in your zero sales tax return, you must have zero gross receipts and zero taxable sales.**

Telefile eliminates postal delays and the cost and time to generate, sign, and mail returns.

Note: The handling and/or convenience fees included in these transactions are being paid to the third party vendor, Collector Solutions Inc., **not** to the Missouri Department of Revenue. By accessing this payment system, the user will be leaving Missouri's web site and connecting to the web site of Collector Solutions, Inc. The web site of Collector Solutions, Inc., is a secure and confidential web site.

To pay online, please visit:

www.dor.mo.gov/tax/business/payonline.htm

TXP Bank Project (TXP) — TXP offers another option for making your tax payments. It allows you to provide payment information to your bank. The bank, in turn, converts the information into a CCD+ format that allows it to transfer your payment information along with your authorized ACH credit to the department. The option is available to any Missouri taxpayer remitting sales tax. If you make your payment electronically, please remember you must still submit your return to the Department.

Why should you use an alternative payment method? By utilizing TXP Bank Project for your tax payment, you eliminate the possibility of postal delays and possible late payment fees; and the cost and time to generate and sign checks. The department saves processing and data entry costs associated with paper remittance.

If you have questions about tax TXP Bank Project, please contact the department by e-mail at elecfile@dor.mo.gov, call (573) 751-8150, or write to Missouri Department of Revenue, P.O. Box 543, Jefferson City, Missouri 65105-0543.

Telefile also saves processing and data entry costs associated with paper filings.

If you have questions about telefile, contact the department by e-mail at elecfile@dor.mo.gov, call (573) 751-8150, or write to Missouri Department of Revenue, P.O. Box 543, Jefferson City, MO 65105-0543.

SALES TAX HOLIDAY

Section 144.049, RSMo, establishes a sales tax holiday. Certain back-to-school purchases, such as clothing, school supplies, computers, and other items as defined by the statute, are exempt from sales tax for a three day period beginning at 12:01 a.m. on the first Friday in August and ending at midnight on the Sunday following.

All local taxing authorities (cities, counties, and districts) have the option of not participating in the sales tax holiday for local sales tax purposes. In the event that one or all of your local taxing authorities do not participate, the state's portion of the tax rate (4.225%) will remain exempt and the Department of Revenue will notify you of the proper tax rate to collect.

For a more detailed description of the sales tax holidays and reporting procedures, please visit the department's web site at www.dor.mo.gov/tax/business/sales/taxholiday.

Beginning in calendar year 2009, Section 144.526, RSMo, establishes the "Show Me Green Sales Tax Holiday" for the seven day period beginning April 19 through April 25 of each year. The purchase of certain energy star certified appliances, up to \$1,500 per appliance, is exempt from state sales tax during the sales tax holiday. All local taxing authorities (cities, counties and districts) also have the opportunity to participate in the sales tax holiday. The Department will update our website with the additional details at www.dor.mo.gov/tax/business/sales/taxholiday as the holiday approaches in April.

License No Tax Due

Beginning January 1, 2009, any person making a retail sale in Missouri must obtain a no tax due from the Department of Revenue (Department) in order to renew a state or local license. The Department has developed an on-line license no tax due system to facilitate the no tax due process. For additional information and access to the on-line license no tax due system, visit our website at www.dor.gov/tax


DETAILED INSTRUCTIONS FOR SALES/USE TAX REFUND/CREDIT

- A Check Action to be Taken:** Indicate whether you are requesting a refund or a credit by checking the appropriate box.
- B Claimant:** Enter the name of the business requesting the refund/credit. Also, enter the mailing address, telephone number, and tax identification number.
- C Name on Refund Check:** This space is to be used if a refund is requested and the check is to be issued in a name other than the taxpayer/business.
- D Power of Attorney:** If you want the Department of Revenue to send copies of any correspondence relating to this refund/credit claim to your power of attorney or agent, check the appropriate box. We will also send your power of attorney a copy of the final approval or denial of the refund/credit request. A copy of the Power of Attorney should be attached to the application.

E Refund Request Amount: Enter the amount of tax you have determined to be overpaid, the file periods and the reason for overpayment. You must state the specific grounds upon which your claim for refund or credit is based. All claims must contain supporting documentation for the overpayment. Supporting documents include: invoices, valid exemption certificates, worksheets, and any other documentation required to validate the claim. **You must submit amended returns for each tax period of your request.**

F Signature: This application must be signed by the taxpayer.

G Department Use Only: The department will return your Form 472B, Application for Sales/Use Tax Refund/Credit to you with an analysis of approval or denial.

 MISSOURI DEPARTMENT OF REVENUE TAXATION BUREAU P.O. BOX 3350 (573) 751-2836 TDD (800) 735-2966 JEFFERSON CITY, MISSOURI 65105-3350 refund@dor.mo.gov		FORM 472B (REV. 10-2006)	CLAIM NUMBER <hr/> CERTIFIED NUMBER	
APPLICATION FOR SALES/USE TAX REFUND/CREDIT				
BEFORE THE DEPARTMENT CAN PROCESS YOUR CLAIM YOU MUST PROVIDE:				
Checklist				
<input type="checkbox"/> Indicate on the application whether you are requesting a refund or a credit.				
<input type="checkbox"/> Provide a worksheet detailing how the refund/credit amount is calculated.				
<input type="checkbox"/> Complete the claimant portion of the application. (See back for detailed explanation.)				
<input type="checkbox"/> Submit invoices supporting the refund/credit claim. (If the refund/credit request is for more than one tax period, invoices for the entire claim may not be required. Contact the Department of Revenue at (573) 526-9938 before submitting invoices for more than one period.)				
<input type="checkbox"/> Sign the refund/credit application.				
<input type="checkbox"/> Include amended returns for each period in which the tax was originally reported.				
<input type="checkbox"/> Include a properly executed power of attorney if someone other than an owner, partner, or officer is the contact person concerning the refund/credit claim.				
<input type="checkbox"/> Provide a copy of the exemption certificate or exemption letter for an exempt sale.				
PLEASE CHECK THE ACTION TO BE TAKEN: <input type="checkbox"/> CREDIT <input type="checkbox"/> REFUND A				
CLAIMANT	TAXPAYER/BUSINESS NAME	NAME ON REFUND CHECK, IF DIFFERENT THAN TAXPAYER/BUSINESS	MISSOURI TAX I.D. NUMBER	
	B		C	
	MAILING ADDRESS	CITY, STATE, ZIP CODE		
	Do you want the Department of Revenue to send copies of any correspondence relating to this refund and the final refund approval/denial to your power of attorney or agent? <input type="checkbox"/> YES <input type="checkbox"/> NO (Include a copy of the Power of Attorney Form with the refund application.) D			
AMOUNT OVERPAID	FILE PERIODS			
\$				
REASON FOR OVERPAYMENT				
E				
SIGNATURE	I declare this claim and any attached information supporting the claim is true, complete and correct.			
	SIGNATURE OF TAXPAYER OR AGENT	DATE	PRINT NAME AND INDICATE IF TAXPAYER OR AGENT	
	F			
ANALYSIS OF APPROVAL OR DENIAL	DEPARTMENT USE ONLY			
	1.			
	2.	G		
	3.			
	4.			
	You have the right to appeal any amount denied. See Frequently Asked Questions on the reverse side of this form for appeal procedures.		INTEREST	
			REFUND/CREDIT TOTAL	\$
	EXPLANATION			
	INITIATED			
			DATE	
AUTHORIZED SIGNATURE				

MO 860-1159 (10-2006)

DISTRIBUTION: WHITE, YELLOW — DEPARTMENT OF REVENUE; PINK — TAXPAYER COPY
 This publication is available upon request in alternative accessible format(s).

DETAILED INSTRUCTIONS FOR SALES TAX VOUCHER FOR SINGLE LOCATION FILERS

- A Business Location:** Please verify address information when you receive your voucher book. If the information is incorrect, please complete the Change of Address Form located in the back of your book.
- B Business Identification:** Your form will be preprinted. Please be sure you use the correct voucher for your filing period.
- C Signature:** Please be sure after you complete the return, you sign and date the return.
- D Gross Receipts:** Enter the gross receipts from all sales of tangible personal property and taxable services made during the reporting period for your business location. If none, enter "0" (zero).

MISSOURI DEPARTMENT OF REVENUE PO BOX 3360, JEFFERSON CITY, MO 65105-3360					
SALES TAX RETURN					
NO TAX ID. NUMBER		1. Gross Receipts		\$	D
BUSINESS LOCATION		2. Adjustments (+ OR -)		\$	E
A		3. Taxable Sales		\$	F
TAX PERIOD		4. Rate			G
DUE DATE		5. Amount Due. If zero, STOP —see front cover for details of sales tax.		\$	H
B		6. Timely Payment 2%		- \$	I
SIGNATURE		7. Total Tax Due		\$	J
DATE		8. Interest for Late Payment		+ \$	K
		9. Additions to Tax		+ \$	L
		10. Approved Credit		- \$	M
		11. Pay This Amount (U.S. Funds Only)		\$	N
		FOR USE ONLY		*	
		FOR USE ONLY		*	
O 049 12345678 62251234512312343 62251234512312343 200703					

- E Adjustments:** Make authorized adjustments by indicating a "+" or "-" for the total claimed.
- F Taxable Sales:** Enter the amount of taxable sales for your business location. (Gross Receipts (+/-) any adjustments)
- G Rate:** The percentage rate indicated in this column represents the combined state, education, conservation, parks and soils, and any applicable local sales tax rates. The department will notify you and will send a new book if there is a change in the tax rate.
- H Amount Due:** Multiply the taxable sales of your business location by the tax rate indicated for that location and enter AMOUNT OF TAX due for your business location.
- I Timely Payment Allowance:** If you file your return and payment by the required due date, enter two percent of the amount due from Line 5. *Example:* Tax due = \$500.00 x 2% = \$10.00. \$10.00 will be the amount entered on Line 6.
- J Total Tax Due:** Enter total sales tax due (Line 5 minus Line 6). *Example:* Tax due = \$500.00 – \$10.00 = \$490.00 tax due.
- K Interest for Late Payment:** If the tax is not paid by the due date, multiply Line 7 by the daily interest rate and multiply the result by the number of days late. *Example:* Tax due: \$500.00 x .0001370 = .0685 x 5 days late = \$.34 is interest due.
- L Additions to Tax:** For failure to pay sales tax on or before the due date, additions to tax is 5 percent of Line 7. If additions to tax for failure to file applies, multiply Line 7 by 5 percent for each month the return is late, up to a maximum of 25 percent.
- M Approved Credit:** Enter on Line 10 any sales tax credit for which the Director of Revenue issued you an approved credit.
- N Pay This Amount:** Enter total amount payable. Send a check for the total amount. Make the check payable to **Director of Revenue**. Do not send cash or stamps. Mail to: Missouri Department of Revenue, P.O. Box 3360, Jefferson City, MO 65105-3360.
- O Code:** Please do not write near the code. The department uses this code to process your sales tax return.

DETAILED INSTRUCTIONS FOR SALES TAX VOUCHER FOR TWO LOCATION FILERS

- A Business Identification:** Your form will be preprinted. Please be sure you use the correct voucher for your filing period.
- B Business Locations:** Please verify address information when you receive your voucher book. (The complete physical addresses for Locations A and B are located on page 4 of your voucher book.) You must use Lines 1 through 5 to report sales for Location A and Lines 6 through 10 to report sales for Location B.
- C Gross Receipts (Location A):** Enter the gross receipts from all sales of tangible personal property and taxable services made during the reporting period for Location A. (Please be sure you use the correct figures for Location A.)
- D Adjustments (Location A):** Make authorized adjustments for Location A by indicating a “+” or “-” for the total claimed.

Missouri Department of Revenue, PO Box 3360, Jefferson City, MO 65105-3360
2008 SALES TAX RETURN

1. Gross Receipts Location A \$ **C**
 2. Adjustments +/- Location A \$ **D**
 3. Taxable Sales Location A \$ **E**
 4. Rate % **F**
 5. Tax Due Location A \$ **G**

6. Gross Receipts Location B \$ **H**
 7. Adjustments +/- Location B \$ **I**
 8. Taxable Sales Location B \$ **J**
 9. Rate % **K**
 10. Tax Due Location B \$ **L**
 11. Amount Due. Add Lines 5 and 10 and enter on Line 11 = \$ **M**
 12. Timely Payment 2% = \$ **N**
 13. Interest for Late Payment + \$ **O**
 14. Additions to Tax + \$ **P**
 15. Approved Credit - \$ **Q**
 16. Pay This Amount (U.S. Funds Only) = \$ **R**

MO TAX I.D. NUMBER: _____
 TAX PERIOD: _____ DUE DATE: _____
 PRIMARY BUSINESS NAME: **A**
 LOCATION A: **B**
 LOCATION B: _____
 SIGNATURE: **S** DATE: _____
 I have direct control, supervision, or responsibility for filing this return and payment of the tax due. Under penalties of perjury, I declare that this is a true, accurate, and complete return. I attest that I have no gross receipts to report for locations left blank.
 If you pay by check, you authorize the Department of Revenue to process the check electronically. Any check returned unpaid may be presented again electronically.

DOR USE ONLY *
 DOR USE ONLY *

049 12345678 62251234512312343 62251234512312343 200703
T

- E Taxable Sales (Location A):** Enter the amount of taxable sales for Location A (Gross Receipts (+/-) any adjustments).
- F Rate (Location A):** The percentage rate indicated in this column represents the combined state, education, conservation, parks and soils, and any applicable local sales tax rates. The department will notify you and will send a new book if there is a change in the tax rate.
- G Tax Due (Location A):** Multiply the taxable sales of Location A by the tax rate for that location and enter tax due for Location A.
- H Gross Receipts (Location B):** Enter the gross receipts from all sales of tangible personal property and taxable services made during the reporting period for Location B. (Please be sure you use the correct figures for Location B.)
- I Adjustments (Location B):** Make authorized adjustments for Location B by indicating a “+” or “-” for the total claimed.
- J Taxable Sales (Location B):** Enter the amount of taxable sales for Location B (Gross Receipts (+/-) any adjustments).
- K Rate (Location B):** The percentage rate indicated in this column represents the combined state, education, conservation, parks and soils, and any applicable local sales tax rates. The department will notify you and will send a new book if there is a change in the tax rate.
- L Tax Due (Location B):** Multiply the taxable sales of Location B by the tax rate for that location and enter tax due for Location B.
- M Total Amount Due:** Add the tax due from Location A and the Tax Due from Location B (Line 5 plus “+” Line 10).
- N Timely Payment Allowance:** If you file your return and payment by the required due date, enter two percent of the amount due from Line 11. *Example:* Tax due = \$480.00 x 2% = \$9.60. \$480.00 – \$9.60 = \$470.40 is tax due.
- O Interest for Late Payment:** If the tax is not paid by the due date, multiply Line 11 by the daily interest rate and multiply the result by the number of days late. *Example:* Tax due = \$480.00 x .0001370 = .0657 x 5 days late = \$.33 is interest due.
- P Additions to Tax:** For failure to pay sales tax on or before the due date, additions to tax is 5 percent of Line 11. If additions to tax for failure to file applies, multiply Line 11 by 5 percent for each month the return is late, up to a maximum of 25 percent.
- Q Approved Credit:** Enter on Line 15 any sales tax credit for which the Director of Revenue issued you an approved credit.
- R Pay This Amount:** Enter total amount payable. Send a check for the total amount. Make the check payable to **Director of Revenue**. Do not send cash or stamps. Mail to: Missouri Department of Revenue, P.O. Box 3360, Jefferson City, MO 65105-3360.
- S Signature:** Please be sure after you complete the return, you sign, and date the return.
- T Code:** Please do not write near the code. The department uses this code to process your sales tax return.

Frequently Asked Questions



FORMS AND FILING FOR SALES TAX

1. *What is subject to sales tax in Missouri?*
2. *Should I pay sales tax or vendor's use tax?*
3. *When am I required to file my sales tax returns?*
4. *Will my filing frequency ever change?*
5. *What are the due dates for filing my returns?*
6. *What if the due date to file a return falls on a Saturday, Sunday, or a holiday?*
7. *Am I required to file a sales tax return even if my sales equal zero?*
8. *Can sales tax returns be filed electronically?*
9. *Can a negative sales tax return be filed?*
10. *What is the difference between "gross receipts" and "taxable sales" on my sales tax returns?*
11. *Am I required to complete the gross receipts and taxable sales box on my return? Can't I just report the amount of tax I owe?*
12. *If I have included my sales tax in my gross receipts, can the tax amount be backed out?*
13. *How is the two percent timely payment allowance calculated?*
14. *What determines if a return is timely?*
15. *If I add a new location, will it appear on the next sales tax return received from the Department of Revenue?*
16. *If I close a location, will it be deleted on the next sales tax return received from the Department of Revenue?*
17. *Can I file a return that has been generated by my computer rather than the one received from the Department of Revenue?*
18. *Do I need to include my figures for my food sales in the figures reported for sales subject to the full tax rate?*
19. *What is the correct sales tax rate for a particular city or county?*
20. *Will I be notified of local tax increases/decreases?*
21. *How do I calculate interest on late payment of my sales taxes?*
22. *How often are the interest rates updated?*
23. *What are additions to tax and how are they computed?*
24. *What is the approved credit line on the sales tax returns to be used for?*
25. *How do I pay sales tax under protest?*
26. *How do I report my vending machine sales?*
27. *How do I report a sale made prior to a tax rate increase/decrease if the payment was not collected until another filing period with a different sales tax rate?*
28. *What is a domestic utility sales tax and how is it imposed?*

AMENDED RETURNS/REFUND INFORMATION

29. *Do I need a special form to file an amended or an additional sales tax return?*
30. *How do I apply for a refund or credit of sales/use tax?*
31. *How can I ensure my refund/credit claim includes all necessary information for the department to process my claim?*
32. *I am filing for a refund claim that involves more than one filing period. Do I need to file a separate Form 472B claim for each period?*
33. *I received an overpayment notice from the Department of Revenue. Do I need to submit a refund/credit application, amended returns or other supporting documentation in order to receive a refund or credit?*
34. *Does the state pay interest on overpayments?*
35. *What is the oldest period that I may request a refund for?*
36. *What is my recourse if a refund/credit claim has been denied?*

EXEMPTIONS

37. *How do I apply for an exemption from sales tax?*
38. *How do I use a project exemption certificate?*

FORMS AND FILING FOR SALES TAX

1. What is subject to sales tax in Missouri?

All sales of tangible personal property are taxable unless there is a specific exemption listed in Chapter 144. All sales of services listed as taxable in Section 144.020, RSMo, including telephone and telegraph services are subject to sales tax.

2. Should I pay sales tax or vendor's use tax?

Sales tax is applicable on all sales made from a location within the state of Missouri. Vendor's use tax is applicable on all sales made by out-of-state vendors where goods are shipped into Missouri and where title passes within the state of Missouri.

3. When am I required to file my sales tax returns?

Sales tax returns may be filed on a monthly, quarterly, or annual basis. Your filing frequency is determined by the amount of state tax (4 percent for regular locations and 1 percent for food locations) due. (Local tax is not included in figuring your filing frequency.) The filing frequency is determined by the total state tax due on the return as a whole, not by each location.

State taxes collected of \$500 or more per month are to be reported on a monthly basis.

State taxes collected over \$45 per quarter but less than \$500 per month should be filed on a quarterly basis. The quarters are as follows: January through March, April through June, July through September, and October through December.

State taxes collected less than \$45 per quarter should be filed on an annual basis.

4. Will my filing frequency ever change?

Your filing frequency is reviewed by the Department of Revenue on an annual basis. If this review indicates that your filing frequency should be changed, the change will be made and notification will be sent to you.

5. What are the due dates for filing my returns?

Monthly returns are due on or by the 20th of the following month, except on quarter ending months. For example, your monthly February return is due on or before March 20. The due dates listed on the chart on page 1 for quarterly returns should be followed when filing quarter ending months such as March, June, September, and December.

Quarterly returns are due on or before the last day of the month following the end of the quarter. For example, your return for the January through March period would be due on or before April 30.

Annual returns are due on or before January 31 of the next year.

6. What if the due date to file a return falls on a Saturday, Sunday, or a holiday?

When the due date falls on a Saturday, Sunday, or a holiday, your return will be considered timely filed if it is postmarked by the next business day.

7. Am I required to file a sales tax return even if my sales equal zero?

Yes. Every business with a sales tax license is required to file a return even though no sales were made during the period covered by the return.

8. Can sales tax returns be filed electronically?

Yes. Zero sales tax returns can be filed using the telefile system. (You must have "0" (zero) taxable sales and "0" (zero) gross receipts. You must use your PIN number located on the front of your voucher book or preprinted tax form. The telefile number is (888) 948-4653. If you have questions about sales tax telefile, please contact the Missouri Department of Revenue, P.O. Box 543, Jefferson City, MO 65105-0543; e-mail elecfile@dor.mo.gov or call (573) 751-3930.

9. Can a negative sales tax return be filed?

No. Negative sales tax returns cannot be filed. When the credits allowed are greater than the tax collected, an amended return must be filed for the period in which the sales were actually filed.

10. What is the difference between “gross receipts” and “taxable sales” on my sales tax returns?

Gross receipts equal the total amount of sales your business had for the period in which you are filing the return.

Taxable sales equal the total amount of sales your business had for the period in which you are filing the return plus/minus any sales on which you did not collect sales tax. These are claimed in the adjustments column of your return.

Your taxable sales should always equal your gross receipts plus/minus any adjustments.

11. Am I required to complete the gross receipts and taxable sales box on my return? Can’t I just report the amount of tax I owe?

Every vendor must file a sales tax return showing the amount of taxable sales to his/her customers, as required by law.

12. If I have included my sales tax in my gross receipts, can the tax amount be backed out?

The amount of sales tax collected should not be included in your gross receipts. If the sales tax is included in your gross receipts, it should be backed out. To back this out, take your total amount of gross receipts, including the sales tax, divide (100% plus your current tax rate).

<i>Example:</i>	Gross Receipts including Sales Tax	=	\$2,500
	Current Sales Tax Rate	=	5.725%
	Divide \$2,500 by 105.725%	=	\$2,364.63
	Your gross receipts should be reported as		\$2,364.63

13. How is the two percent timely payment allowance calculated?

On all sales tax returns filed and paid by the required due date, you are granted a 2 percent timely payment allowance. Take the amount of tax due times 2 percent. Then subtract this amount from the amount of tax due. For example, you have \$100.00 tax due times 2 percent is \$2.00. Subtract this \$2.00 from the \$100.00 originally due. The amount of tax due you would pay is \$98.00.

14. What determines if a return is timely?

Your sales tax return is considered timely if it is **postmarked** on or before the required due date. If a metered postmark differs from the U.S. Postal Service postmark, the U.S. Postal Service postmark will be used as evidence of timely filing.

15. If I add a new location, will it appear on the next sales tax return received from the Department of Revenue?

This new location may not appear on your next preprinted form. If it does not, please write it in again at the bottom of the locations listed on the preprinted form.

16. If I close a location, will it be deleted on the next sales tax return received from the Department of Revenue?

The location may still appear on your next preprinted sales tax return. Enter “Closed” and the date the business location closed in the gross receipts area of your return.

17. Can I file a return that has been generated by my computer rather than the one received from the Department of Revenue?

You are required to get approval from the Department of Revenue before your computer generated form is used. This return must contain all the information that appears on the one received from the Department of Revenue.

One area of these computer-generated returns that is often not done properly is the location code listing area. The location code is assigned by the department. The codes consist of 12 digits. The location codes must appear in the code column area of your sales tax returns. The location codes should always be listed in the order in which they are printed on the form received from the department.

18. Do I need to include my figures for my food sales in the figures reported for sales subject to the full tax rate?

You should not include food sales in the figures reported on the full tax rate line. Food sales should be reported on the line for food sales only. If you qualify for food sales and you do not find a location for food on your return, please contact the Taxation Bureau, (573) 751-5860.

Nonfood Items/Food Items

The term “non-food items” includes those products not listed under the Federal Food Stamp Program. The term “food items” includes only those products and types of food for which food stamps may be redeemed pursuant to the Federal Food Stamp Program as contained in 7 USC Section 2012. A business whose gross receipts from sales of food and drink prepared by the business for immediate consumption, either on or off the premises, and are 80% or less of its total gross receipts, must remit tax on its qualifying food sales at a reduced state tax rate of 1.225% plus any applicable local tax. Sales of qualifying food through vending machines are also subject to the reduced tax rate.

19. What is the correct sales tax rate for a particular city or county?

To obtain the current rate for a particular city or county and a rate chart, you may download a current sales tax rate table (listing all cities and counties) from the department’s web site at www.dor.mo.gov/tax/business/sales/ or you may contact the department at (573) 751-2836.

20. Will I be notified of local tax increases/decreases?

Local sales tax increases/decreases take place on the first day of each calendar quarter. Your business will only be notified of the changes that directly affect your registered business locations. This information will be mailed to the address currently on file with the department. It is important to maintain accurate address information with the department. Failure to be notified does not relieve you of the tax.

21. How do I calculate interest on late payment of my sales taxes?

Interest may be calculated in two ways.

1. Multiply the total amount of tax due by the current annual percentage rate. Refer to the chart on page 2 for the current interest rate. Then multiply this amount by the number of days late. Divide this amount by 365.

Example: \$100.00 x 5% = \$5.00 \$5.00 x 30 days late = \$150.00
 \$150.00 divided by 365 = \$.41

2. Multiply the total amount of tax due by the daily rate. Then multiply the new amount by the number of days late.

Example: \$100.00 x .0001370 = \$.0137 \$.0137 x 30 days late = \$.41

22. How often are the interest rates updated?

The interest rate is subject to change each year. Any change will take effect on January 1.

23. What are additions to tax and how are they computed?

Additions to tax is a penalty charged for failure to pay or failure to file the required sales tax returns by the due date.

When your sales tax return has been filed, but not paid by the required due date, you should calculate your penalty by multiplying the tax amount due by 5 percent. This penalty does not increase.

When no sales tax return has been filed, you should calculate your penalty by multiplying the tax amount due by 5 percent for each month you are late. This penalty increases each month you fail to file a return. The maximum amount of penalty is 25 percent.

Interest should not be calculated on the amount of additions to tax due.

24. What is the approved credit line on the sales tax returns to be used for?

The Director of Revenue will issue credits for any amounts overpaid on your account. This credit should be claimed on this line on the return.

Credits should not be taken without prior approval of the department. The department will apply any credits to prior or future balances on your account, without notification.

25. How do I pay sales tax under protest?

Any notice issued by the department or any tax imposed that a taxpayer disagrees with may be paid under protest. The department must receive payment in full of the delinquency or disputed tax and the check must be clearly marked "Paid Under Protest." Upon receipt of the payment, a Protest Affidavit will be mailed to the taxpayer and must be returned within thirty days after the payment is received.

26. How do I report my vending machine sales?

Persons selling tangible personal property other than photocopies and tobacco-related products through vending machines are making retail sales. The sale is deemed to take place at the location of the vending machine. The vendor is responsible for reporting and remitting, directly to the Director of Revenue, state and local sales tax on 135 percent of the net invoice price of the tangible personal property sold.

27. How do I report a sale made prior to a tax rate increase/decrease if the payment was not collected until another filing period with a different sales tax rate?

If you report your sales tax on a cash basis (you report tax at the time payment is received) and you do not receive payment until after a rate change occurs, you will need to report this sale differently from your other sales. This type of transaction is considered a time sale. To report "time sales": 1) Fill out a separate return indicating on the return the filing period in which the sales were actually made. 2) Write "time sales" on the face of the return. (If "time sales" is not written on the return there is a possibility that the return could be processed as a late filed additional return.) 3) Calculate the tax due using the rate that was in effect at the time of the sale and put the rate on the return. If you do not report your sales tax on a cash basis, you report the tax at the rate in effect on the date the sale took place, regardless of when payment is received.

28. What is a domestic utility sales tax and how is it imposed?

Domestic use means the portion of metered water service, electricity, electrical current, natural, artificial or propane gas, wood, coal or home heating oil that is used for nonbusiness, noncommercial or nonindustrial purposes. All of these items are exempt from sales tax under Section 144.030, RSMo. Section 144.032 allows cities and counties to reimpose the tax on the above exempt utilities when imposing a local tax. A city or county submits an ordinance to the department requesting the reimposition and the department notifies the businesses in the affected areas.

AMENDED RETURNS/REFUND INFORMATION

29. Do I need a special form to file an amended or an additional sales tax return?

No. A special form is not needed to file an amended or an additional return. A copy of the original form may be used. Indicate additional or amended by writing it on the return. Blank forms are available upon request.

30. How do I apply for a refund or credit of sales/use tax?

You must complete and sign Form 472B, Application for Tax Refund/Credit, and submit amended sales/use tax returns for the periods in which the sales or purchases were originally reported along with supporting documentation.

31. How can I ensure my refund/credit claim includes all necessary information for the department to process my claim?

We recommend you use the following checklist when filing for a refund/credit.

Checklist

- ✓ Indicate on the application whether you are requesting a refund or credit.
- ✓ Sign the refund/credit application.
- ✓ Include amended returns for **each** period in which the tax was **originally reported**.
- ✓ Provide an exemption certificate or exemption letter for **each** exempt sale.
- ✓ Provide a worksheet detailing how the refund amount is calculated.
- ✓ Submit invoices supporting the refund/credit claim. (**Note:** If the refund/credit request is for more than one tax period, invoices for the entire claim may not be required. Contact the Department of Revenue at (573) 526-9938 before submitting invoices for more than one period.)
- ✓ Include a properly executed power of attorney if someone other than an owner, partner, or officer is the contact person concerning the refund/credit claim.

32. I am filing a refund claim that involves more than one filing period. Do I need to file a separate Form 472B claim for each period?

No. Submit one Form 472B for the entire claim. Make certain you indicate the periods for which the claim is being submitted. However, you must submit amended returns for each period of your request.

33. I received an overpayment notice from the Department of Revenue. Do I need to submit a refund/credit application, amended returns or other supporting documentation in order to receive a refund or credit?

No. Sign the overpayment notice and return it to the Department of Revenue. The department will review the notice and either mail you a refund or an approved credit.

34. Does the state pay interest on overpayments?

Interest is included in a refund of overpayments only if the overpayment is not refunded within 120 days from the latest of:

- the last day prescribed for filing a tax return or refund claim, without regard to any extension of time granted;
- the date the return, payment or claim is filed; or
- the date the taxpayer files for a credit or refund and provides accurate and complete documentation to support the claim.

There are no statutory provisions for interest on a credit.

35. What is the oldest period that I may request a refund/credit?

The statute of limitation for sales/use tax refund claims is three years from the date of the overpayment. The date of the overpayment is determined by the due date of the original return or the date of payment, whichever is later.

36. What is my recourse if a refund/credit claim has been denied?

A denial of refund/credit is the final decision of the Director of Revenue. A taxpayer may appeal any decision to the Administrative Hearing Commission. Appeals must be submitted in writing to the Administrative Hearing Commission, 301 West High Street, Harry S Truman State Office Building, PO Box 1557, Jefferson City, Missouri 65102 within 60 days after the date the decision is mailed or the date it is received, whichever date is earlier. If your appeal is sent by registered or certified mail, the appeal will be deemed filed on the date it is mailed. If the appeal is sent by any method other than registered mail, it will be deemed filed on the date it is received by the Administrative Hearing Commission.

EXEMPTIONS

37. How do I apply for an exemption from sales tax?

Any social, civic, religious, political subdivision, or educational organization can apply for a sales tax exemption by completing Form 1746, Missouri Sales/Use Tax Exemption Application. This form lists the information that needs to be submitted to verify the organization is indeed a tax exempt non-profit organization.

38. How do I use a project exemption certificate?

A charitable, religious, or educational exempt entity may complete a project exemption certificate and present it to the contractor who in turn may use the certificate to purchase materials for a specific project tax exempt. This certificate must contain the following information:

- a. The exempt entity's name, address, Missouri tax identification number, and signature of authorized representative;
- b. The project location, description, and unique identification number;
- c. The date the contract is entered into, which is the earliest date materials may be purchased for the project on a tax-exempt basis;
- d. The estimated completion date, and;
- e. The certificate expiration date.

The department does not issue these exemptions. This is a transaction between the exempt organization and the contractor.

Records to be Retained

The following records should be retained for at least three years (RSMo 144.320):

- Copies of Missouri sales tax returns including any worksheets.
- Sales journals, general ledgers, or any and all other source documents used to complete the sales tax return.
- Missouri sales invoices.
- Exemption certificates, exemption letters, or other proof of exemption for all sales claimed exempt from Missouri sales tax.
- Purchase invoices and especially those for fixed assets purchased by taxpayer.
- Detailed depreciation schedule or fixed asset listing.
- Check register, purchases journal, or disbursement journal.
- Chart of accounts and customer lists.

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Are You Aware?

Are you aware if you make purchases from other states or ship goods into Missouri, you may need to register with Missouri for use tax? Taxable items include: catalog purchases, TV marketing purchases, computer software and hardware, mail-order supplies, and purchases of goods bought over the telephone or internet.

Every out-of-state business that makes sales to businesses or individuals located within the state of Missouri (vendor's use tax) and any business that makes purchases from out-of-state vendors (consumer's use tax) may be subject to Missouri use tax.

If you are liable for use tax, you must complete a Form 2643, Missouri Tax Registration Application, and add use tax to your registration. To obtain an application, or more information regarding use tax, you may return this flyer and you will receive a Form 2643, Missouri Tax Registration Application. If you have questions, you may call (573) 751-5860 or e-mail businesstaxregister@dor.mo.gov.

Please print the following information.

Name _____

Address _____

City, State, Zip _____

Phone _____

E-mail _____

Please fold on dotted lines (letter style) and tape together where indicated. Be sure that the department address is visible before mailing. Please affix proper postage.

