



**Application for Permit to Operate as a
Motor Vehicle or Marine Craft Leasing Company**

Visit <https://mydmv.mo.gov/> to renew or apply online.

Business Information	Important: If you are a corporation, partnership, or individual doing business under another name (DBA), record your legal name in Section 1 and your DBA in Section 1a.					
	1. Business Name		1a. DBA Name		Person to Contact	
	Street Address (Physical Address)				County	Telephone Number () -
	City		State	ZIP Code	Registration Number on File with the Missouri Secretary of State's Office	
	Mail to Street Address:		County	City	State	ZIP Code
	Motor Vehicle Dealer Number	Expiration Year	Boat Dealer Number	Expiration Year	Salvage Business Number	Expiration Year
	Type of Operation: <input type="checkbox"/> A. Lease <input type="checkbox"/> D. Lease and Rental <input type="checkbox"/> B. Rental <input type="checkbox"/> C. Lease and Rental Fleet		Type of Units Leased or Rented: <input type="checkbox"/> A. Motor Vehicles <input type="checkbox"/> D. Trailers <input type="checkbox"/> B. Boats <input type="checkbox"/> E. Other <input type="checkbox"/> C. Outboard Motors		Select Tax Payment Type: <input type="checkbox"/> Elects NOT TO PAY the tax due at the time of registration of all of its units but will collect and remit all applicable taxes on the amount charged for each rental or lease agreement while the unit is domiciled in this state. Provide Sales Tax Number: _____	
	List any Branch Locations if Applicable: (Use separate sheet of paper if necessary.)					
	Name	Address		City	State	ZIP Code Telephone Number () -
	Name	Address		City	State	ZIP Code Telephone Number () -

Ownership Information	Type of Ownership: <input type="checkbox"/> 1. Individual <input type="checkbox"/> 2. Partnership <input type="checkbox"/> 3. Corporation (State of Incorporation) _____ <input type="checkbox"/> 4. Limited Liability Company <input type="checkbox"/> 5. Other _____					
	List all Owners Below: (If a corporation, list all principal officers. Attach separate sheet for additional owners.)					
	Name	Address		City	State	ZIP Code Telephone Number () -
	Name	Address		City	State	ZIP Code Telephone Number () -

Parent Corporation	Complete this section if the business named in the Business Information section is a division of a corporation.					
	Name of Parent Corporation	Address		City	State	ZIP Code Telephone Number () -
	List all other divisions and their addresses. (Use separate sheet of paper if necessary.)					
	Name of Division	Address		City	State	ZIP Code Telephone Number () -

Parent Corporation	I hereby certify that I am a corporate officer of (corporate name) _____ and that the applicant named in Section A is a division of said corporation. I authorize the applicant named in Section A to apply to the Director of Revenue for a permit to operate as a lease/rental company in the state of Missouri. Applicant agrees to comply with items 1 through 3 of the declaration.					
	Name of Officer of Parent Corporation				Title	
	Signature of Officer of Parent Corporation				Date (MM/DD/YYYY) _ / _ / _	

Quantity & Fees	Only applicable for "Lease Rental Fleet "			
	Plate Quantity	Licensure Fees \$	Plate Fees \$	Total Fees (Add licensure and plate fees) \$

Bond or ILC	Only applicable for "Lease Rental Fleet"		
	Select One <input type="checkbox"/> Bond <input type="checkbox"/> Irrevocable Letter of Credit (ILC)		
	Number	Company	Expiration Date (MM/DD/YYYY) ____/____/____

Declaration

If the applicant registering as a leasing/rental company is a division of a corporation, the applicant must affirm and declare that:

1. Any transfer of a motor vehicle, trailer, boat or outboard motor from one division of a corporation which authorizes a division to register as a motor vehicle leasing company, to another division shall be a "sale at retail" as defined in [Section 144.010 RSMo](#);
2. It operates each of its divisions on a basis separate from each of its other divisions, in the same manner and to the same extent where applicable as if they were separate from each of its other divisions, in the same manner and to the same extent where applicable as if they were separate corporations, and will notify the Director of Revenue of any material change in the foregoing at least ten (10) days prior thereto; and
3. It agrees to follow and be bound by all rules and regulations promulgated by the Director of Revenue for the administration and enforcement of [Section 144.070.6, RSMo](#), relating to motor vehicle leasing companies.

Signature and Certification	<input type="checkbox"/> I hereby certify that the company named herein is engaged in the business of renting or leasing motor vehicles, trailers, boats and/or outboard motors, which are to be used exclusively for rental or leasing purposes, and not for resale. I further resolve, as the authorized officer of said company, that I have elected to exercise the sales tax option stated above as provided in Section 144.070, RSMo , with respect to all units held for renting or leasing purposes. I further certify that all the information recorded herein is true and accurate.		
	<input type="checkbox"/> I hereby certify that I have and will maintain, during the period of registration, financial responsibility with respect to each motor vehicle that I own, license or operator on the streets or highways, as provided in Section 303.024 RSMo . Any false affidavit is a crime under Section 575.050 of Missouri Law. You must present your insurance card (a copy is acceptable) or other acceptable proof of financial responsibility.		
	Name of Owner or Officer Listed Above	Title	
Signature of Owner or Officer Listed Above	Date (MM/DD/YYYY) ____/____/____		



Important Instructions to Applicant

Complete each area on the application and submit it with the appropriate fees to Dealer Licensing Section P.O. Box 43, Jefferson City, MO 65105-0043. All illegible, incorrect, or incomplete applications will be rejected. For additional information, visit our website at <http://dor.mo.gov/forms/Dealer Operating Manual.pdf>. You may also visit <https://mydmv.mo.gov/> to apply online.

Business Information:

- The complete business name must be shown, if you are a corporation, partnership, or individual doing business under another name (DBA), record your legal name in the Business Name area and your DBA name in the DBA Name area.
- The complete business address must be shown; complete mail to address if necessary.
- Indicate the registration number on file with the Missouri Secretary of State's Office.
- Indicate the Missouri Dealer license numbers you currently hold, if applicable.
- Indicate the type of operation, the type of units to be leased or rented, the Missouri Retail Sales Tax Number.

Ownership Information:

- Indicate the type of ownership of the business
- List each owner, partner, and corporate or company officer of the business, their address and phone number.

Parent Corporation:

- Complete the information in the Parent Corporation area, if applicable.
- The Parent Corporation section must include the name of the corporate officer, their title in the corporation, their signature and date signed.

Plate Quantity and Fees:

- Complete the number of plates you will require. (Lease and Rental Fleet company only)
- Include fees for the type of license requested and for each plate requested on this application. For complete calendar or fees, see below. (Lease and Rental Fleet only for plates).

Bond or ILC, Lease Rental Fleet Only:

- You must have a corporate surety bond or Irrevocable Letter of Credit (ILC) in the amount of \$100,000. Select the appropriate box. Write the number of the bond of ILC, the company that issued it, and the date it expires.

Declaration:

- Read the declaration and affirm it by signing the application.

Signature:

- The application must be signed by a business owner, partner, or principal officer.

Required Documents to include with application:

- Copy of your Missouri Retail Sales Tax License
- Original bond or ILC
- Copy of Insurance Policy (Lease and Rental Fleet company only).
- Paid personal property tax receipt or a statement of non-assessment. (Lease and Rental Fleet company only).
- One check or money order made payable to the Missouri Department of Revenue if applied by mail.

Missouri Lease Rental Business License Renewal Checklist

To ensure that your lease rental renewal is processed as quickly as possible, please make sure that everything listed below is enclosed when returning your application. Applications can be submitted online by visiting <https://mydmv.mo.gov/> or by mail.

- Application for Permit to Operate as a Motor Vehicle of Marine Craft Leasing Company and Lease and Rental Fleet Customer
- Verify all necessary information is completed on the form.
 - List the quantity of Lease and Rental Fleet plates your company wants.

- Insurance Policy:
- A copy of the current insurance policy stating type of coverage (Fleet applications only)

Fees/Penalties

- A check or money order for the appropriate amount.

License fee	\$500.00 (Biennial)
Reissuance fee	\$3.77 per plate issued
First 10 plates	\$845.00 (includes processing fee)
Each additional plate/placard.	\$84.50 (includes processing fee)

24 MonthsJanuary.....	\$72.50	16 Months.....September.....	\$48.33	8 Months.....May.....	\$24.17
23 MonthsFebruary.....	\$69.48	15 Months.....October.....	\$45.31	7 Months.....June.....	\$21.15
22 MonthsMarch.....	\$66.46	14 Months.....November.....	\$42.29	6 Months.....July.....	\$18.13
21 MonthsApril.....	\$63.44	13 Months.....December.....	\$39.27	5 Months.....August.....	\$15.10
20 MonthsMay.....	\$60.42	12 Months.....January.....	\$36.25	4 Months.....September.....	\$12.08
19 MonthsJune.....	\$57.40	11 Months.....February.....	\$33.23	3 Months.....October.....	\$ 9.06
18 MonthsJuly.....	\$54.38	10 Months.....March.....	\$30.21	2 Months.....November.....	\$ 6.04
17 MonthsAugust.....	\$51.35	9 Months.....April.....	\$27.19	1 Months.....December.....	\$ 3.02

A license plate reissuance fee will be added for all new, renewal, replacement, and change transactions in the amount of \$3.77 per plate. For all biennial registrations double plate fees.

- Bond or Irrevocable Letter of Credit (ILC):
- The original bond is required for new applications. The bond on file for your company must not expire before December 31, of the renewing year.
 - If Section 5 of your renewal indicates your existing bond/ILC expires prior to December 31, of the renewing year, submit a Corporate Surety Bond or ILC in the amount of \$100,000 that shows no break in coverage through December 31, of the renewing year. If your bond is non-expiring, no documentation is needed. (Renewal only)
- Sign and date the application.