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00000000 345678901 04 Sales and Use Tax. Missouri Statute 144.087, RSMo, requires all applicants for a sales and use tax license and all licensees in default to post a bond 05 in the amount of two times their monthly sales and use tax liability. This amount is estimated in the case of a new business, otherwise based on the past 12 months tax liability of the business in the case of an existing business or previously operated business. The owner's name on the bond form 06 must be in the name of the sole owner, all partners, corporation's name, limited partnership's name, or limited liability company's name. Listed below 07 are the types of bonds that may be posted, the information necessary for correctly filing the bond, and the method for figuring the amount of the bond. 08 Important: If you are making retail sales without a valid Missouri sales tax license, you are in violation of Missouri law. You may be guilty of a 09 misdemeanor and penalized up to \$10,000. 10 Transient Employer: Missouri Statue 285.230, RSMo, a transient employer must file a bond with the Department unless they meet all the exemption 11 criteria listed in 285.230(2). The amount of bond shall not be less than the average estimated quarterly withholding and unemployment tax liabilities of the employer and in no case less than \$5,000 nor more than \$25,000. 12 Important: If you are a transient employer and fail to file a bond, you are in violation of Missouri law. You may be guilty of a misdeameanor and 13 penalized up to \$5,000 and will not be able to perform work in Missouri. 14 Computing the Amount of Sales and Use Tax Bond 15 Estimated Monthly Gross Sales X 7.203% (Average Tax Rate) = Monthly Tax 16 (Note: If you will be using your actual rate(s) visit http://dor.mo.gov/business/sales/rates/ to obtain sales tax rate information 17 Monthly Tax X 2 = Amount of Bond (Round to the nearest \$10) Estimated monthly gross is the amount of sales you estimate your business will make in taxable sales per an average month. If you are a small 18 business, one of the things you should consider in estimating your average monthly gross is your operating expenses, such as: rent, utilities, etc. 19 Your average monthly gross should be higher than your estimated operating expenses. If you compute your sales tax liability to be less than \$500 20 for 2 months, you must file a minimum bond of \$25. If you compute your sales tax liability to be \$500 or greater for 2 months, you must file a bond 21 equal to that amount. 22 Example: Mr. X will be opening a new sporting goods store in the city limits of City A which has a tax rate of 7.056 percent. Because the business Information has no sales he must estimate his average gross sales per month in order to compute the bond. Mr. X estimated his average gross sales 23 24 25 26 27 28 to be \$7,000 per month. This is how Mr. X computed his bond: \$7,000 X 7.056% + \$494 - \$494 X 2 = \$988 - Amount of bond = \$900 If you are unable to estimate your bond, you may contact the Taxation Division for assistance. The Taxation Division reviews the bond amount to ensure it is sufficient in accordance with the Missouri Statutes. The following items are taken into consideration when determining a sufficient bond amount: previous ownership of business, types of products or services sold, location of business, business hours, operating expenses, etc. Bond If you need to submit a sales and use tax bond and transient employer bond, they must be on separate bond forms. Cash Bond (Form 332) Employer 1. Fully complete the cash bond form. Owners name must include owner, all partners, corporation, or LLC name. 29 2. Sign the cash bond form. 30 31 3. Forward a cashier's check, money order, or certified check with the cash bond form. Cash, personal, or company checks are not acceptable. Surety Bond (Form 331) and Transient 1. Owners name must include owner, all partners, corporation, or LLC name. 32 2. A surety bond must be issued by an insurance company licensed for bonding with the Department of Insurance, State of Missouri. 33 3. It must be on the form provided by the Department. 34 4. The form must bear the effective date. 5. It must be signed by an authorized representative of the surety company and the owner, partner, officer, or member. 35 6. The Surety Bond must be accompanied by a valid Power of Attorney letter, issued by the surety company, authorizing the surety official to sign 36 and Use Tax the Surety Bond. 37 7. It must be the original bond. A copy is not acceptable. 38 Irrevocable Letter of Credit (Form 2879) 1. Owners name must include owner, all partners, corporation, or LLC name. 39 The letter of credit must be issued by a financial banking institution located in the United States 2. 40 Sales 3. It must be on the form provided by the Department. 41 4. It must be the original letter of credit. A copy is not acceptable. 5. It must state the owner's name. 42 6. It must state the date of issuance. 43 7. It must be signed by a bank official and notarized. 44 8. It must be accompanied by an "Authorization for Release of Confidential Information" form which must be signed by the owner, partner, officer, or member and notarized. 45 Certificate of Deposit (Form 4172) 46 1. The Certificate of Deposit must be issued by a state or federally chartered financial institution. 47 2. The Certificate of Deposit must be issued in the name of the Missouri Department of Revenue and the owner, all partners, corporation name or 48 limited liability company name. 3. It must be issued for not less than 24 months. 49 4. It must be accompanied by the "Assignment of Certificate of Deposit" form provided by the Department which must be completed by the 40 financial institution 51 5. The Certificate of Deposit must be endorsed or accompanied by a signed withdrawal slip. 6. The actual Certificate of Deposit, Assignment of Certificate of Deposit, and a copy of the signature card must be forwarded with the 52 registration application. 53 Filing Additional Bonds 54 If the Director of Revenue determines that the bond filed is insufficient to cover the average tax liability of a given taxpayer for two months, he 55 or she may require such taxpayer to adjust the amount of the bond to cover the amount of liability. The following methods may be used for filing an additional bond. 56 Filing a cash bond, surety bond, Irrevocable Letter of Credit, or a Certificate of Deposit for the additional amount. Refer to the above requirements 57 for each bond 58 2. If you have a surety bond already on file with the Department, you may increase this bond to cover the additional bond by contacting your insurance company and request that a rider be issued to increase the bond amount. The rider must be accompanied by a Power of Attorney letter. 59 If you have an Irrevocable Letter of Credit already on file with the Department, you may increase your Letter of Credit to cover the additional bond 3. 50 amount by contacting the issuing bank and request that an amendment be issued to increase the bond amount. 61 Form 2643T (Revised 08-2016) 62 63 40000000 64 4 65

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53 54	Mail to:														(+
55	Sales and Use or Tr Withholding	ansient Employer	Mot	or Fuel T			6	igaret	te Tax				Othe	er Tobac		roduct		+		+
56	Taxation Division		Tax	ation Div	ision		Т	axatio	n Divisior	n			Taxa	ation Div	/ision					
57	P.O. Box 357	5105-0357		. Box 30		5-0200		.O. Bo	ox 811 on City M	0 65 1	05 004	1		Box 33			15,220			
58	Jefferson City, MO Phone: (573) 751-5				y MO 6510 3) 751-2611				5n City M (573) 7				Pho	erson Ci ne: (57	3) 75	1-5772		1	\square	\bot
59	Fax: (573) 522-172	2	Fax	: (573) 5	22-1720		F	ax: (5	5 <mark>73) 522</mark> -	17 2 0			Fax:	(573)	52 2 -1	720		\square		\downarrow
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61	++++++++++++++++++++++++++++++++++++	Visit <u>http</u> :	//dor.mo.go	<mark>//busi</mark> n	ess/regist	t <mark>er/</mark> for ad	ditional	linfor	mation.	TTY	(800)	735-296	66	+++	++	H-12		5-		+
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06	331 Missouri Department of Revenue	(M	1M/DD/YY)				
07							
08							
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10	Missouri Tax I.D. Number	Federal Emplo	yer				
11	(Optional)	I.D. Number					
12	Select One:			Issued by licensed s	Requirements		
13	Sales and Use Tax			 Signed by surety co 	mpany's authorized i		
15			Distributor	 Signed by taxpayer' Include an effective 		ntative	
16	Transient Employer Withholding Tax			Include a valid Powe	er of Attorney issued		
17				by the surety compa			
18	Amount (U.S. Currency) Bond Number			Issue Dat	e (MM/DD/YYYY)		
19	At the Request of Taxpayer or Business (Owner's Name, All Partners, Corpo	ration, or LLC Name)		County	/		
20 21							
21	Taxpayer or Business Owner Address City		State		Zip Coo	de	
23							
24	()	ssuer) hereby issues this S	Surety Bond (b	oond) in favor of the N	/issouri Departmen	t of Revenue,	
25	in the aggregate sum of			dollars (\$). This bond	
26	shall secure the payment of the above indicated tax and related fees, inter- date of this bond.	est, additions to tax, and p	enaities que tr	ne state of Missouri d	or the Department o	in or after the	
27	The funds shall be paid to the Department upon a written demand for paym	ent on the Issuer by referer	ncing this bond	d. The demand for a	ny payment shall be	sent by U.S.	
28 29	mail. The Issuer shall upon receipt honor all partial or full demands for payn				1		
30	The surety may cancel the bond by delivering sixty (60) days written notice Issuer from any liability for the indicated taxes, related fees, interest, additio						
31	cancellation of the bond.						
32	The Department shall have a period of one year after the expiration or can	cellation date of the sales,	use, transient	employer withholding	g and unemploymer	nt tax bond to	
33	make a demand for payment upon the Issuer. The Department shall have a period of 3 years after the expiration or cancel	llation date of the motor fue	el. cigarette an	d other tobacco prod	ucts tax bond to ma	ke a demand	
34	for payment upon the issuer.		,				
35 36	This agreement and any legal action pertaining thereto shall be governed b and agree that the exclusive jurisdiction for any action concerning this bond						
37	Missouri. The Issuer understands and agrees that the surety shall be liable						
38	The person signing this bond states that he or she has the legal authority to	enter into this bond and to	legally bind the	e taxpayer or busine:	ss below.		
39		one Number		ty Company Certificat		er	
40							
41	Surety Officials Name Typed or Printed	Signature of Sur	rety Official				
42	Surety Address City		State		Zip Coc	de	
43 44							
45							
46	Authorization for release of confidential information has been set forth at						
45 46 47	I hereby authorize release of confidential tax information to the issuing S Number listed above as long as the obligation remains in force and effective of the issuing sector of the issuing secto					-	
48							
49 40	Revenue and Department of Revenue personnel from any and all liabilit					ing demand	
	 authority to request information other than information concerning the d Revenue and Department of Revenue personnel from any and all liabilit for or receiving such payment. By signing this Authorization, I state that In witness whereof, this taxpayer or business duly executed the foregoing Taxpayer or Business Owner (Proprietorship, Partnership, Corporation) 			, 20	···	╶┼┼┼┼┼┤	
51 52 53	Taxpayer or Business Owner (Proprietorship, Partnership, Corporation	or LLC) Title		Phone Num	ber		
53)		
54	Signature of Owner, Partner, Corporate Officer, or Member Print or T	ype Name of Person Signin	ng This Release	e E-mail address			
55							
56	Mail To: Sales and Use or Transient Employer					evised 02-2015)	
57	Withholding Tax P.O. Box 357 P.O. Box 300		igarette Tax .O. Box 811	+++++++++	Other Tobacco Pro P.O. Box 3320	oducts	
58 59	Jefferson City, MO 65105-0357 Jefferson City	MO 65105-0300 Je	efferson City M		Jefferson City, MC		
50			hone: (573) 75 ax: (573) 522-		Phone: (573) 751 Fax: (573) 522-17		
61	E-mail: <u>businesstaxregister@dor.mo.gov</u> E-mail: <u>excise</u>	e@dor.mo.gov E	-mail: <u>excise@</u>	odor.mo.gov	E-mail: excise@d		
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04	Department Use Only
05	Form Missouri Department of Revenue (MM/DD/YY)
06	2879 🔨 Irrevocable Letter of Credit
07	
08	
09	
10	Missouri Tax I.D.
11	Number (Optional)
12	
13	× 8 Sales and Use Tax
14	Sales and Use Tax
15	C C Other Tobacco Products Transient Employer Withholding and Unemployment Tax
16	
17	Amount (U.S. Currency)
18	
19	At the request of Taxpayer or Business (Owner's name), all Partners, Corporation, or LLC Name
20	
21	
22	Taxpayer or Business Owner's Address
23	
24	County State Zip Code E-mail Address
24	
25	
27	(Issuer)
28	hereby issues this Irrevocable Letter of Credit (ILC) in favor of the Missouri Department of Revenue, in the aggregated sum of
20 29	dollars
30	(\$). This ILC shall secure the payment of the above indicated tax and related fees, interest, addi-
31	tions to tax, and penalties due the state of Missouri on or after the date this ILC is issued.
32 33	The funds shall be paid to the Department upon a written demand for payment on the Issuer referencing this ILC. A demand for any
34	payment shall be sent by U.S. mail or personal service. The Issuer shall upon receipt honor all partial or full demands for payment
34	and make payment to the Department within thirty (30) days of receipt of the demand.
	This ILC shall be effective for a period of one year from the date of issuance and shall automatically renew for additional one-year
36	periods unless at least sixty (60) days prior to any such expiration date the Issuer notifies the Department in writing at the address
37	indicated for each type of tax shown above that it does not elect to renew this ILC. Any election not to renew the ILC shall not
38	
39	
40 41	
41	
42 43	upon receipt.
44	This agreement and any legal action pertaining thereto shall be governed by and construed in accordance with these terms and the
44	
46	
40	that it shall be liable for prejudgment interest and attorney fees if it breaches its obligations under this ILC.
47	The person signing this ILC states that he or she has the legal authority to enter into this ILC and to legally bind the taxpayer or
48 49	business below.
40	Issuing Bank or Financial Institution Address City, State, Zip Code Telephone Number Image: State of the state
51 52 53 54 55 55	
	City, State, Zip Code
54	o is メニー クロート シート シート シート シート シート シート シート シート シート シ
	Signature and Title of Bank or Financial Institution Official Bank Official's Typed or Printed Name
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04 05	- Z Department Use Only	⊢
06	Form Missouri Department of Revenue (MM/DD/YY) Assignment of Certificate of Deposit	⊢
07		F
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10	Missouri Tax I.D. Federal Employer	
11	(Optional)	L
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13	Sales and Use Tax	+
14	Cher Tobacco Products	⊢
16		F
17	Owner's Name, all Partners, Corporation, or LLC Name	T
18		
19	Business Address Zip Code	
20		Ļ
21	Taxpayer or Business Owner's Address City State Zip Code	-
22 23		+
24	I,, being of lawful age, assign and transfer the	⊢
		F
25 26	Certificate of Deposit (CD) for	
27	(\$), Certificate of Deposit Number, issued, 20,	
28	by, located at	L
29	, as security to the Missouri Department of Revenue (Department) in lieu of a cash bond. This	-
30 31	CD shall secure the payment of the above indicated tax and related fees, interest, additions to tax, and penalties due the state of Missouri	┝
31	on or after the date this CD is issued.	⊢
33	I understand that at any time a delinquency occurs, the Department may redeem the CD assigned by this instrument and apply the proceeds to such delinquency. I agree that Administrative Rules and Revised Statutes of Missouri will govern my rights and	F
34	responsibilities under this assignment. If I have not maintained a satisfactory tax compliance, and my CD is automatically renewable, the	
35	Department will allow the CD to renew. I understand that I will be notified when the Department elects to renew my CD.	
36	Service of process shall be deemed sufficient and made in the state of Missouri if mailed by U.S. mail to the Financial Institution's address	
37	as set forth above. This agreement and any legal action pertaining thereto shall be governed by and construed in accordance with these	-
38	terms and the laws of the state of Missouri. The parties understand and agree that the exclusive jurisdiction for any action concerning	⊢
40	this CD shall be the state of Missouri and the only venue shall be in the Circuit Court of Cole County, Missouri. The undersigned bank understands and agrees that it shall be liable for prejudgment interest and attorney fees if it breaches its obligations under this CD.	+
41	I have read the foregoing and fully understand it and certify that I am the taxpayer subject to this assignment or I have the authority to	F
42	execute this assignment on behalf of the Taxpayer.	
43		L
44		-
45	Business Name	+
40	Owner, Officer, Partner, or Member Signature	┢
48	Business Name Business Name Owner, Officer, Partner, or Member Signature	t
49		
40		Ĺ
51	Select One:	L
52		┡
53	2 5 The Certificate of Deposit is paperless. A withdrawal slip, confirmation of withdrawal, or endorsement on the Certificate of Deposit is not	┝
54	required. In the event that taxpayer becomes delinquent, and the Department seeks the redemption of the Certificate of Deposit, a written	⊢
52 53 54 55 56 57 58 59 50	The paper Certificate of Deposit is attached. The Certificate of Deposit is paperless. A withdrawal slip, confirmation of withdrawal, or endorsement on the Certificate of Deposit is not required. In the event that taxpayer becomes delinquent, and the Department seeks the redemption of the Certificate of Deposit, a written request from the Department together with this Assignment is the only documentation necessary to release funds to the Department. Bank Phone Number Title Bank Officiel's Name	t
57	Bank Phone Number By (Signature of Banking Official)	Γ
58	Bank Official's Name	
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