

**HELPFUL PHONE
NUMBERS AND
WEBSITES**

1. MISSOURI DEPARTMENT OF REVENUE
WWW.DOR.MO.GOV
(573) 751-5860
OPTION 5 then OPTION 1
2. MISSOURI SECRETARY OF STATE
www.sos.mo.gov
(573) 751-4936
3. FIRE DEPT. INSPECTIONS
(417) 337-8570
4. BUILDING DEPARTMENT
(417) 337-8549
5. TANEY COUNTY LICENSING DIVISION
(417) 546-7216
6. MISSOURI DEPARTMENT OF LIQUOR CONTROL
(573) 751-2964
7. TANEY COUNTY HEALTH DEPARTMENT
(417) 334-4544 *Option 2*
8. MISSOURI DEPARTMENT OF HEALTH & SENIOR SERVICES
(573) 751-6095

FINANCE DEPARTMENT



"Where values are the difference"

City of Branson-Licensing

110 W. Maddux, Ste. 200
Branson, MO 65616
Phone: (417) 337-8551
Fax: (417) 335-6042

Monday – Friday, 8:00 AM – 4:30 PM

BUSINESS REGISTRATION FORM INSTRUCTIONS

**City of Branson
Missouri**

HOW TO COMPLETE YOUR REGISTRATION

Thank you for your interest in starting a business in Branson. Following are some instructions on completing the registration forms, which are available online at www.bransonmo.gov/finance or at the City of Branson Finance office. If you should need further assistance please do not hesitate to call us at (417) 337-8551.

1. **Registration Type.** Please check the box for the type of registration being applied for.
2. **Name of Corporation.** If applicable, provide the name of the corporation or Limited Liability Company.
3. **Name of Business.** The name actually used in signage & advertising. The business name must be registered with the Secretary of State at www.sos.mo.gov. This step is automatically done if registering for a Missouri Retail Sales License.
4. **Contact Person.** Name of the person preparing the application and contact information if there are questions.
- 5–7. **Local Phone/Fax/E-Mail.** The contact numbers to reach the actual business address shown on the application. These numbers will be given to the general public, if requested.
- 8–10. **Headquarters or Regional Office Phone/Fax/E-Mail.** The contact numbers

to reach the national or regional office for licensing, tax, or legal issues.

11. **Business Address.** The physical address of where business is conducted in Branson.
12. **Mailing Address.** Address where city notices and renewals should be mailed if different from the business address.
13. **Type of Ownership.** Check the box that best describes how your business is legally structured.
14. **Owners, etc.** List the owners, LLC members, partners, and officers of the business.
15. **Business Description.** Give a concise description of the types of transactions the business will conduct.
16. **FEIN.** The federal employer ID number assigned to the business.
17. **Missouri Retail Sales License.** All businesses that are required to collect sales tax must obtain a sales tax certificate with the address listed in item #11 printed on the document from the Mo. Dept. of Revenue. Call 573-751-5860.
18. **Responsible Party.** The document is to be signed by the person the business designates as being responsible for the conduct of the business in Branson. A copy of a driver's license is required.
19. **Fee Schedule.** Fees are based on the estimated number of employees working in Branson on the busiest day during a

year. Indicate the number of employees and circle the appropriate license fees.

20. **Building Owner Information.** Building owner's name and phone number is to be provided for emergency contact purposes.
21. **Alarm Permit.** Burglar and fire alarms must be registered with the Police Department.
22. **Inspections.** Once the business application is submitted, the business is to contact the Fire Dept. to schedule any necessary inspections. (See back page)
26. **Tax Deposit.** A one month city tourism tax deposit is required of businesses that provide lodging, sell admissions, or food in Branson. Provide estimated amounts for #28 thru #30 in order for the Finance Dept. to properly calculate the amount required.

Special notes:

- a. Normal processing for registration is 3 to 5 business days once all required documents are provided.
- b. License fees are due at the time of application and are not refundable.
- c. Licenses are valid from May 1 through April 30 of the following year for most businesses and November 1 through October 31 of the following year for all Hotels/Motels and Resorts.