

Instructions for Filing Business License Application (Form RD-101) and Prior Year Adjusted Return (Form RD-104)

RD-101/104
(Rev 08/13)

Phone (816) 513-1135 Fax (816) 513-1221

Retail, Wholesale, Service, Manufacturer and Construction/Remodeling businesses are required to complete the form RD-101 for the current year and, if applicable, form RD-104 for the previous year to obtain a business license. The minimum fee for this business license is **\$25.00**.

General Instructions

When and where to file:

A new/first time Business License purchaser must complete and submit a Registration Application form RD-100 to Kansas City's Business Customer Service Center, 1118 Oak Street, Kansas City, Missouri 64106. Both forms RD-101 and RD-104 are due prior to March 1 of each year for businesses operating in any portion of both the current and prior years. New or first time Kansas City, Missouri Business License purchasers must file only the RD-101 prior to operation. Complete the RD-104 form prior to completing RD-101 (not applicable for new businesses). Tax returns may be filed in person with the Kansas City's Business Customer Service Center, 1118 Oak Street, Kansas City, Missouri 64106.

All businesses located in Kansas City, Missouri must obtain a Zoning Clearance prior to the issuance of a business license. A change in address or relocation within Kansas City, Missouri city limits requires the issuance of a new zoning clearance prior to issuance of a business license. All required clearances must be attached to the Business License Application. For information on zoning requirements, contact the Development Services, Permit Division, 5th floor, City Hall, (816) 513-1500. Construction/Remodeling businesses must attach a copy of their certificate of workers' compensation coverage or a copy of Missouri Form WC-65-B, if exempted from coverage. **Other clearances may be required.**

1. Form RD-104 should be used to report actual gross receipts for the previous year and needs to be completed prior to completing the RD-101 (not applicable to new businesses). The license fee for new businesses is based upon estimated gross receipts and existing businesses will use the previous year's gross receipts to determine the current year's fee. Both forms RD-101 and RD-104 are due prior to March 1 of each year for all businesses operating in any portion of both the current and prior years. Tax forms may be filed in person with the Kansas City's Business Customer Service Center, 1118 Oak Street, Kansas City, Missouri 64106.

2. The following may delay issuance of your business license:

- Failure to furnish required information
- Calculation error
- Failure to attach proper clearances
- Failure to pay other city taxes
- Unapproved changes made to RD-101 or RD-104
- Underpayment of amount due (i.e., failure to include late fees of penalty of interest)
- Not filing both forms (RD-101 and RD-104, if applicable)
- Failure to use forms approved by the Revenue Division
- Failure to provide no tax due letter from STATE of Missouri (if applicable)

3. To avoid delays in processing, use forms provided or forms approved by the Revenue Division of the City of Kansas City, Missouri. If you need changes or corrections made to the forms sent to you, call the Business License Section at (816) 513-1135 for further information. **Please do not make changes on the preprinted forms.**

Mail completed ****RD-100**** return to Revenue Division, 414 E. 12th Street, 2nd Floor-West, Kansas City, Missouri 64106 or fax to (816) 513-1221.

Mail completed ****RD-101**** return and a separate check to Revenue Division, P.O. Box 840101, Kansas City, MO 64184-0101.

Mail completed ****RD-104**** return and a separate check to Revenue Division, P.O. Box 803104, Kansas City, MO 64180-3104.

4. Penalty and Interest provisions:

- a. A late filing penalty of 5% of the amount due shall apply on March 1 of the current year with an additional 5% for each subsequent month until the Form RD-101 return is filed (maximum file penalty is 25%). For those subsequent months, the additional 5% penalty is charged on the first of each month. *The late file penalty for Form RD-104 is based on the amount of additional tax due. If the amount of tax decreased this penalty does not apply.

New businesses that have not filed are subject to the late filing penalty provisions on the 61st day of business.

- b. A late payment penalty of 5% of the amount due shall apply on March 1 of the current year for paying after the due date.
- c. The interest rate of 3% per annum is set by RSMo 32.065. Interest is charged on the outstanding tax liability and incurred on a monthly basis of 0.25% per month effective on March 1 of the current year with an additional 0.25%, per subsequent month, until the tax is paid.

- d. A statement of gross receipts on preliminary license application resulting in payment of less than 80% of the actual amount due, unless equal to or exceeding the gross receipts for the preceding year, will result in interest charges of 8% of the deficiency. These charges will be added to the annual license fee and are computed from the date of payment of the preliminary license fee to the date of payment of the annual fee.

Form RD-104 Instructions-Prior Year Adjusted Return

**The City has a 2 – 3 year statute of limitations to request a refund/credit on the City’s Business License tax.
See Municipal Ordinance Section 40-30 for details.**

- Line 1a, 2a, or 3a Enter on applicable line actual gross receipts for the previous calendar year.
- Line 1b, 2b, or 3b Calculate annual fee due using appropriate table on Forms RD-101 and enter amount on applicable line.
- Line 4a and 4b Enter the actual gross receipts for the previous calendar year on line 4a, **if the estimated gross receipts were filed on form RD-102**. Enter the fee due on line 4b by using the appropriate fee tables from the instructions on form RD-102.
- Line 5 Enter annual fee due (sum of lines 1b, 2b, or 3b).
- Line 6 Enter amount of fee paid for the previous year’s business license (Excluding any interest and penalties)
- Line 6a Calculate annual fee subtotal (line 5 minus line 6)
- Line 7 If filed after March 1 of the current year calculate the amount of **penalty and interest** due for the section and enter the amount due on the line.
- Line 8 Add Lines 6a plus line 7 (if negative enter zero).
- Lines 9 and 10 If Line 6 is greater than line 5, enter amount of credit or refund.
- Line 11 Enter amount paid
- Line 12 Enter date business stopped operating inside Kansas City, Missouri or closed.

Form RD-101 Instructions-Business License Application

- Line 1a, 2a, or 3a Enter on applicable line gross receipts for preceding full calendar year (from line 1a, 2a, or 3a of form RD-104). If not in business the full year or a new business, enter estimated gross receipts. Note - to determine actual gross receipts on line 3a, contractors may deduct payments made to subcontractors licensed by the City of Kansas City, Missouri.
- Line 1b, 2b, or 3b Calculate fee due by using the appropriate table below; enter amount due on applicable line.
- Line 4 Enter annual fee due (sum lines 1b, 2b, or 3b). (To calculate annual fee see formula below)
- Line 5 Enter amount of credit for prior year overpayment (from line 10 form RD-104)
- Line 5a Calculate annual fee subtotal (line 4 minus line 5).
- Line 6 If filed after March 1 of the current year, calculate the amount of **penalty and interest** due for the section and enter the amount due on the line.
- Line 7 Enter total amount due (line 5a plus line 6).
- Line 8 Enter amount paid.
- Line 9 Check if this corrects a previously submitted application.

ATTACH ALL REQUIRED CLEARANCES

To compute annual fee due:

1. Enter previous year’s gross receipts or estimated gross receipts if a new business (new businesses only complete RD-101 form)
2. Find the line on the table where gross receipts fall between the low limit and high limit.
3. Subtract the low limit from the gross receipts.
4. Multiply the difference by the incremental rate in the far right column.
5. Add this number to the base rate to determine the fee due.

Formula:

$$\frac{\text{Actual Gross Receipts}}{\text{Low Limit}} - \text{Subtotal} = \text{Subtotal} \times \text{Incremental Rate} = \text{Subtotal} + \text{Base Rate} = \text{Annual Fee Due}$$

TABLE A (Retail, Wholesale, and Service)

Low Limit	High limit	Base Rate	Incremental Rate
\$0.00	\$28,000.00	\$25.00	\$.00000
28,001.00	55,000.00	25.00	.00090
55,001.00	110,000.00	50.00	.00089
110,001.00	220,000.00	99.00	.00088
220,001.00	440,000.00	196.00	.00087
440,001.00	880,000.00	388.00	.00086
880,001.00	1,760,000.00	767.00	.00085
1,760,001.00	3,520,000.00	1,515.00	.00084
3,520,001.00	7,040,000.00	2,994.00	.00083
7,040,001.00	14,080,000.00	5,916.00	.00082
14,080,001.00	28,160,000.00	11,689.00	.00081
28,160,001.00	56,320,000.00	23,094.00	.00080
56,320,001.00	112,640,000.00	45,622.00	.00079
112,640,001.00	225,280,000.00	90,115.00	.00078
225,280,001.00	450,560,000.00	177,975.00	.00077
450,560,001.00	901,120,000.00	351,441.00	.00076
\$901,120,001.00	NONE	\$693,867.00	\$.00075

TABLE B (Manufacturer and Construction/Remodeling)

Low Limit	High Limit	Base Rate	Incremental Rate
\$0.00	\$31,000.00	\$25.00	\$.00000
31,001.00	62,000.00	25.00	0.00080
62,001.00	124,000.00	50.00	0.00079
124,001.00	248,000.00	99.00	0.00078
248,001.00	496,000.00	196.00	0.00077
496,001.00	992,000.00	387.00	0.00076
992,001.00	1,984,000.00	764.00	0.00075
1,984,001.00	3,968,000.00	1,508.00	0.00074
3,968,001.00	7,936,000.00	2,977.00	0.00073
7,936,001.00	15,872,000.00	5,874.00	0.00072
15,872,001.00	31,744,000.00	11,588.00	0.00071
31,744,001.00	63,488,000.00	22,858.00	0.00070
63,488,001.00	126,976,000.00	45,079.00	0.00069
126,976,001.00	253,952,000.00	88,886.00	0.00068
253,952,001.00	507,904,000.00	175,230.00	0.00067
507,904,001.00	1,015,808,000.00	345,378.00	0.00066
\$1,015,808,001.00	NONE	\$680,595.00	\$.00065

Visit our website at www.kcmo.org/revenue for more forms and instructions

**Instructions for Filing Business License Application-Miscellaneous Business (Form RD-102)
and Prior Year Adjusted Return (Form RD-104)**

RD-102/104
(Rev 8/13)

Phone (816) 513-1135 Fax (816) 513-1221

Miscellaneous businesses are required to complete form RD-102 for the current year and, if applicable, form RD-104 for the previous year to obtain a business license. The license fee for new businesses is based upon estimated gross receipts. Existing businesses will use the previous year's gross receipts to determine the current year's fee. Form RD-104 should be used to report actual gross receipts for the previous year. To avoid delays in processing, use forms provided or forms approved by the Revenue Division of the City of Kansas City, Missouri.

General Instructions

1. If you need changes or corrections made to the forms sent to you, please contact the Business License Section at (816)-513-1135. The following information must be entered on both forms:

- Taxable period (calendar year only)
- SIC Code (if known)
- Business name and location
- Table number used (form RD-102)
- FEIN/SSN
- Missouri Sales Tax Number (required for retail sales)
- Mailing address

2. All businesses located in Kansas City, Missouri must obtain a Zoning Clearance prior to the issuance of a business license. A change in address or relocation within Kansas City, Missouri city limits requires the issuance of a new zoning clearance prior to issuance of a business license. All required clearances must be attached to the Business License Application. For information on zoning requirements, contact the Development Services, Permit Division, 5th floor, City Hall, (816) 513-1500. **Other clearances may be required.**

3. The following may delay issuance of your business license:

- Failure to furnish required information
- Calculation error
- Failure to attach proper clearances
- Failure to pay other city taxes
- Failure to use forms approved by the Revenue Division
- Underpayment of amount due (i.e., failure to include late fees of penalty of interest)
- Not filing both forms (RD-102 and RD-104, if applicable)
- Failure to provide no tax due letter from STATE of Missouri (if applicable)
- Changes made to RD-102 or RD-104

4. When and where to file:

Both Forms RD-102 and RD-104 are due prior to March 1 of each year for businesses operating in any portion of both the current and prior years. New or first time Kansas City, Missouri Business License purchasers must only file the RD-102 prior to operation. Additionally, a new/first time Business License purchaser must complete and submit a Registration Application form RD-100 with the RD-102. Tax returns may be filed in person with the Kansas City's Business Customer Service Center, 1118 Oak Street, Kansas City, Missouri 64106.

Mail completed **RD-102** return and a separate check to Revenue Division, P.O. Box 801102, Kansas City, MO 64180-0101.

Mail completed **RD-104** return and a separate check to Revenue Division, P.O. Box 803104, Kansas City, MO 64180-3104.

5. **Penalty and Interest provisions:**

- a. A late filing penalty of 5% of the amount due shall apply on March 1 of the current year with an additional 5% for each subsequent month until the Form RD-101 return is filed (maximum file penalty is 25%). For those subsequent months, the additional 5% penalty is charged on the first of each month. *The late file penalty for Form RD-104 is based on the amount of additional tax due. If the amount of tax decreased this penalty does not apply.

New businesses that have not filed are subject to the late filing penalty provisions on the 61st day of business.

- b. A late payment penalty of 5% of the amount due shall apply on March 1 of the current year for paying after the due date.
- c. The interest rate of 3% per annum is set by RSMo 32.065. Interest is charged on the outstanding tax liability and incurred on a monthly basis of 0.25% per month effective on March 1 of the current year with an additional 0.25%, per subsequent month, until the tax is paid.
- d. A statement of gross receipts on preliminary license application resulting in payment of less than 80% of the actual amount due, unless equal to or exceeding the gross receipts for the preceding year, will result in interest charges of 8% of the deficiency. These charges will be added to the annual license fee and are computed from the date of payment of the preliminary license fee to the date of payment of the annual fee.

Form RD-104 Instructions-Prior Year Adjusted Return

**The City has a 2 – 3 year statute of limitations to request a refund/credit on the City’s Business License tax.
See Municipal Ordinance Section 40-30 for details.**

- Line 1, 2, and 3 Leave blank.
- Line 4a Enter the actual gross receipts for the previous calendar year.
- Line 4b Calculate annual fee due using appropriate table and enter amount on line 4b.
- Line 5 Enter amount of fee due from line 4b.
- Line 6 Enter amount of fee paid for the previous year’s business license with adjustments or credit (Excluding any interest and penalties)
- Line 6a Calculate annual fee subtotal (line 5 minus line 6)
- Line 7 If filed after March 1 of the current year calculate the amount of **penalty and interest** due for the section and enter the amount due on the line.
- Line 8 Calculate total amount due, then enter (if negative enter zero).
- Lines 9 and 10 If Line 6 is greater than line 5, enter amount of credit or refund.
- Line 11 Enter amount paid
- Line 12 Enter date business stopped operating inside Kansas City, Missouri or closed.

Form RD-102 Instructions-Miscellaneous Business License Application

- Line 1 Enter gross receipts for the previous calendar year (from line 4a form RD-104). If not in business the full year or a new business, enter estimated gross receipts.
- Line 2 Enter annual fee using appropriate table (on back of form RD-102).
- Line 3 Enter amount of credit for prior year overpayment (from line 10 form RD-104)
- Line 4 Enter total fee due (line 2 minus line 3)
- Line 5 If filed after March 1 of the current year calculate the amount of **penalty and interest** due for the section and enter the amount due on the line.
- Line 6 Enter total amount due (sum of lines 4 and 5).
- Line 7 Enter amount paid.
- Line 8 Check if this corrects a previously submitted application.

ATTACH ALL REQUIRED CLEARANCES

To determine fee due:

For SIC Code entered on form RD-102, locate corresponding table number listed below (enter the table number used on form RD-102). Go to the specified fee table, determined the fee due, then enter the fee on line 2 (form RD-102) or line 4b (form RD-104).

Code Table

SIC Code	Table Number
20110	133
20410	130
20481	131
42210	63
50120	129
50460	76
51470	133
51481	46
51941	50
55110	129
55992	76
59994	108
62210	132
67990	128

Visit our website at [**www.kcmo.org/revenue**](http://www.kcmo.org/revenue) for more forms and instructions