

FORM RD-103 2023

City of Kansas City, Missouri - Revenue Division ANNUAL BUSINESS LICENSE APPLICATION FLAT RATE



Phone: (816) 513-1120
E-file: kcmo.gov/quicktax

Legal Name: _____ Mailing Address: _____
 DBA Name: _____
 FEIN or SSN: _____ Business Address: _____
 Account ID: _____

Period From: _____ Period To: _____

NAICS CODE: _____

| | | | |
|---|----|--------------------------|--------------|
| 1. Section A - Flat Fee Filer | | | |
| a) Table Number Used (from instructions) | 1a | | |
| b) Select flat fee rate from table and place on Line 1b | 1b | \$ | |
| 2. Section B - Filers Using "Units" Calculation | | | |
| a) Table Number Used (from instructions) | 2a | | |
| b) Number of Units for full year or Unit from table, if applicable | 2b | | |
| c) Select Rate From Table (Multiply line 2b by Dollar Rate Per Unit) | 2c | \$ | |
| 3. Fee Due (Enter calculated fee from Section A, Line 1b or Section B, Line 2c above) | 3 | \$ | |
| 4. Penalty: "Failure to file return timely" (5% of Line 3 per month until filed - maximum penalty of 25%) | 4 | \$ | |
| 5. Penalty: "Failure to pay amount due" (5% of Line 3) | 5 | \$ | |
| 6. Interest (6% per annum, or 0.5% per month, of Line 3 until tax is paid) | 6 | \$ | |
| 7. Total Annual Fee Due (Sum Lines 3, 4, 5 and Line 6) | 7 | \$ | |
| 8. Amount Paid | 8 | \$ | |
| 9. If no longer conducting business in Kansas City, MO enter date closed DO NOT COMPLETE IF BUSINESS IS STILL OPERATING | 9 | | MM / DD / YY |
| 10. "X" box if amended (Section A or Section B must be completed) | 10 | <input type="checkbox"/> | |

FILE ONLINE

Notes: Business License expires December 31 of each year. To avoid penalty file and pay before March 1st.

Gross receipts from previous tax year: \$ _____

**DO NOT SEND CASH. Make check payable to: KCMO City Treasurer
 Mail to: City of Kansas City, Missouri, Revenue Division, PO Box 804103 Kansas City, MO 64180-4103**

I authorize the Commissioner of Revenue or delegate to discuss my return and attachments with my preparer. Under penalties of perjury, I declare this return to be true, correct, and complete accounting for the taxable year stated. Yes No

| | | | | |
|--|-----------|-------|------|-------|
| Print Name of Taxpayer | Signature | Title | Date | Phone |
| Preparer Name (if other than taxpayer) | Signature | Title | Date | Phone |

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GENERAL INSTRUCTIONS FOR COMPLETING FORM RD-103

Businesses whose license fees are based on a flat rate are required to complete Form RD-103 for the current year to obtain a business license. To avoid delays in processing, use forms provided or forms approved by the Revenue Division of the City of Kansas City, MO.

1. **All businesses located in Kansas City, Missouri must obtain a Zoning Clearance prior to the issuance of a business license.** Relocation within Kansas City, Missouri city limits requires the issuance of a new zoning clearance prior to obtaining a business license. All required clearances must be attached to Form RD-103. For information on zoning requirements, contact the BizCare/City Planning & Development Department, 414 E 12th St. 1st Floor, Kansas City, MO 64106, (816) 513-2492.

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

- Failure to furnish required information
- Calculation error(s)
- Failure to attach proper clearances
- Failure to pay other city taxes
- Underpayment of amount due (i.e., failure to include late fees)
- Failure to use forms approved by the Revenue Division
- Failure to provide contact due letter from state of Missouri (if applicable)

3. **When and where to file:**

Form RD-103 is due prior to March 1 of each year for businesses operating the full year. New or first time Kansas City, Missouri businesses must file Form RD-103 within 60 days of the company's start date. Additionally, a new or first time Kansas City Missouri business must complete and submit a Form RD-100, Registration Application, with Form RD-103. Tax forms may be filed online at kcmo.gov/quicktax or in person with the Business License Office, 414 E. 12 St. 1st Floor, Kansas City, MO 64106.

Mail completed Form RD-103, Annual Business License Application, and a check to City of Kansas City, Missouri, Revenue Division, PO Box 804103 Kansas City, MO 64180-4103.

4. The fee due is determined by the NAICS Code entered on Form RD-103. Locate NAICS Code and table number from "Business Activity Listing" in instructions. Locate corresponding table number in code table. Use this information to complete either Section A or B of Form RD-103.

FILE ONLINE

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2023

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KANSAS CITY
MISSOURI

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GENERAL INSTRUCTIONS FOR COMPLETING FORM RD-103 (continued)

Section A: Use this section if you are a "Flat Fee Filer." Please do not use Section B.

Line 1a. Enter table number used from instructions.

Line 1b. Enter flat rate fee from fee table.

Section B: Use this section if you are a filer using a "Units Calculation." Please do not use Section A.

Line 2a. Enter table number used from instructions.

Line 2b. Enter number of units from table in accordance with table instructions.

Line 2c. Perform appropriate calculation in accordance with table instructions and enter flat rate.

Line 3. Enter annual fee due from Section A or Section B.

Lines 4 - 6. If filed after March 1 of the current year, calculate penalty & interest and enter amount due on Line 7.

Line 8. Enter amount paid.

Line 10. Check if an amended return (Section A or Section B must be completed).

FILE ONLINE