

**FORM RD-103**  
(09/12)

City of Kansas City, Missouri - Revenue Division  
**BUSINESS LICENSE APPLICATION**  
**Flat Rate**



KANSAS CITY  
MISSOURI

Phone: (816) 513-1135  
E-file: www.kcmo.org/revenue

Legal Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 DBA Name: \_\_\_\_\_  
 FEIN / SSN: \_\_\_\_\_ Business Address: \_\_\_\_\_  
 Account ID: \_\_\_\_\_

Period From: \_\_\_\_\_ Period To: \_\_\_\_\_  
 NAICS Code: \_\_\_\_\_

1. Section A - Flat Fee Filer		NUMBER										DOLLARS		CENTS	
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		NUMBER										DOLLARS		CENTS	
a) Table Number Used (From Instructions)	2a.														
b) Number of Units for full year or Units From Table, if applicable	2b.														
c) Select Rate From Table (Multiply Line 2b Times Dollar (\$) Rate Per Unit)	2c.														

		DOLLARS										CENTS			
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% per month of the outstanding tax due) (maximum penalty 25%)	4														
5. Penalty: "Failure to pay amount due" (5% of tax due)	5														
6. Interest (3% per annum 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 business closed prior to January 1, ENTER DATE BUSINESS CLOSED	9								/		/				
10. "X" box if amended (Section A or Section B must be completed)	10														

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

**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**  
 For changes to name, address or FEIN/SSN, please contact us at revenue@kcmo.org or the phone number at the top of your return.  
 I authorize the Commissioner of Revenue or delegate to discuss my return and attachments with my preparer. Yes  No   
 Under penalties of perjury, I declare this return to be a true, correct, and complete accounting for the taxable year stated.

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 FILING BUSINESS LICENSE APPLICATION - FLAT RATE 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. If you need changes or corrections made to the forms sent to you, please contact the Business License Unit at (816) 513-1135. The following information must be entered on this form:

- Taxable period (calendar year only)
- Business name and location
- FEIN/SSN
- 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. Construction businesses must attach a copy of their certificate for workers' compensation coverage or a copy of Missouri Form WC-65-B, if exempted from coverage. 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
- No tax due letter from STATE of MISSOURI (if applicable)
- Incorrect payment amount (i.e., failure to include penalty)
- Failure to pay other city taxes
- Failure to use forms approved by the Revenue Division

4. **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 Business License purchasers must only file the RD-103 prior to operation. Additionally, a new/first time Business License purchaser must complete and submit a Registration Application form RD-100 with the RD-103. Tax returns may be filed in person with the Kansas City Business Customer Service Center, 1118 Oak Street, Kansas City, Missouri.

Mail completed return and check to City of Kansas City, Missouri, Revenue Division, PO Box 804103 Kansas City, MO 64180-4103.

5. New businesses operating less than a full twelve (12) months may prorate fees over \$5.00 (if applicable).  
Computation: Annual fee divided by 12, multiplied by the number of months in operation (partial month equals 1).

**To determine fee due:**

For NAICS Code entered on form RD-103, select NAICS Code, and table number from "Business Activity Listings" in instructions. Locate corresponding table number in code table. Use this information to complete either Section A or B of Form RD -103.

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**Form RD-103 Instructions-Flat Rate**

**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

**Line 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 this is an amended return (Section A or Section B must be completed)