

**Vendor No Tax Due:**

In order for Missouri Southern to be able to consider your response to the RFP noted above, you must verify that you are either registered to collect sales and/or use tax in Missouri, or you are not making retail sales of tangible personal property or providing taxable services in Missouri. You can provide this verification by submitting an official “Vendor No Tax Due” certificate issued by the Missouri Department of Revenue. The Department of Revenue will issue the “Vendor No Tax Due” certificate if you are properly registered to collect and have properly remitted sales and/or use tax, or if you are not making retail sales in Missouri. Once the “Vendor No Tax Due” certificate is issued, submit it NO LATER THAN bid due date and to the address noted below. **If you do not provide the “Vendor No Tax Due” certificate by the date specified above and/or maintain a compliant tax status, it may render your bid unacceptable for further consideration.**

You may obtain a “Vendor No Tax Due” certificate by contacting the Missouri Department of Revenue. The attached document provides information on how to obtain the “Vendor No Tax Due” certificate. Additional information regarding Section 34.040.6 RSMo is available on the Department of Revenue’s website.

If you are not already registered as a vendor with the State of Missouri, you are encouraged to register on the state’s On-Line Bidding/Vendor Registration System website. Instructions for registering on this website are available on the home page of the site.

**How to Obtain A Certificate of Vendor No Tax Due**

A certificate of vendor no tax due can be obtained from the Missouri Department of Revenue when a business pays all of its sales/use tax in full, up to date, does not have a sales tax delinquency or does not sell tangible personal property at retail in Missouri.

If taxes are due, depending on the payment history of the business, a cashier’s check or money order may be required for payment before a certificate of vendor no tax due can be issued.

A certificate of vendor no tax due can be obtained by contacting the Missouri Department of Revenue, Division of Taxation & Collections, P.O. Box 3666, Jefferson City, MO 65105-3666. You may also call (573)-751-9268, fax (573)-522-1160, email [taxclearance@dor.mo.gov](mailto:taxclearance@dor.mo.gov), or complete and fax the Request for Tax Clearance, Form 943. If you elect to complete the Request for Tax Clearance, Form 943, make sure you check item 4 in the Reason for Request Section.