CITY OF MANCHESTER

MERCHANTS & MANUFACTURERS LICENSE APPLICATION
UNDER ORDINANCE #72-436

FOR THE YEAR 2011 (Jan – Dec)

A. Name of Business_____

B. Telephone Number (_____)_____-_____

C. Business Address: _____Manchester, MO_____

Corporate Address _____

D. Business commenced operating in Manchester: Month_____ Year_____

E. Business Classification (circle) : Merchant or Manufacture Fiscal Year End_____

F. Number of Employees_____

G. Business owed by: Individual_____ Partnership _____ Corp._____ Other _____

H. Nature of Business (Describe Fully)_____

_____

I. Owners Information:

Name	Title	Address

- ITEMS NEEDED TO RECEIVE AN ANNUAL MERCHANT / MANUFACTURES LICENSE:
  - SALES TAX FORMS FOR PRECEDING YEAR (Tax ID #:_____)
  - ANNUAL FIRE INSPECTION FROM WEST CO. EMS
  - EMERGENCY CONTACT FORM (COMPLETE)
  - APPLICATION (COMPLETE)
  - LICENSE FEE PAYMENT
  - LETTER OF NO TAX DUE COMPLIANCE – You may visit http://dor.mo.gov, call (573) 751-9268, or e-mail taxclearance@dor.mo.gov for information (New 2009)

*** NOTARY: (Not required for existing businesses) ***

THE LICENSE IS RENEWABLE EACH JANUARY AND
DELINQUENT AFTER **MARCH 15** OF EACH YEAR

LICENSE FEE CALCULATION (BASED ON GROSS RECEIPTS)

GROSS RECEIPTS	Amount (nearest $1)
1. Aggregated amount of all sales (Jan – Dec)	$
2. **Less: Deductions**	
a) Receipts of taxes levied by government	$
b) Sales prices of property returned by the purchaser and refunded by Merchant/Manufacturer	$
c) Receipts of refundable deposits (must supply refund documentation)	$
d) sales of subsidiary company	$
3. Total Deductions	$ ( )
4. **Gross Receipts (line 1 less than line 3)**	$

LICENSE FEE CALCULATION CON'T:

	AMOUNT	RATE	LICENSE FEE
1. Gross receipts (first 500,000 or less) ***minimum fee $25.00**	$	**x.0008**	$
2. Gross receipts (second 500,000 to 1 million)	$	**x.0006**	$
3. Gross receipts (remaining amount over 1 million)	$	**x.0004**	$
4. New business only –adjustment to the amount of license fee paid for the preceding license (over/under)	$	→ → → →	$
5. Penalty -for failure to pay fee on due date (after March 15) ***Penalty- $25 plus 10% for each month**	$	→ → → →	$
Total License fee due for 2009 (total lines 1-5)	$	→ → → →	$

TO BE COMPLETED BY CITY HALL:

A. License fee: Amount Due $: _____

B. Date Paid: _____ License Issued #: _____

C. Completed by: _____

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