



CITY OF MANCHESTER

VENDING MACHINE LICENSE APPLICATION UNDER ORDINANCE #14-2068

FOR THE YEAR **2016** (Jan – Dec)

Fill out application form in its entirety. Please check here if changes are made to prefilled information

- A. Name of Vending Owner: _____
- B. Corporate Address: _____
(This should also be the address for annual renewal notices.)
- C. Owner's Phone Number: _____
- D. Owner's Email Address: _____
- E. Business Website: _____
- F. Vending Machine Name: _____
- G. Vending Machine Number: _____
- H. Type of Vending: _____
- I. Vending Machine Address: _____ Manchester, MO _____
- J. Installation Date: _____
- K. Vending machine licensed stickers must be affixed to the actual vending machine. Please indicate below where you would like us to send these stickers so they can be affixed to your machine.

ITEMS NEEDED TO RECEIVE AN ANNUAL VENDORS LICENSE:

- APPLICATION (COMPLETE)
- LICENSE FEE PAYMENT
- LETTER OF NO TAX DUE COMPLIANCE (Existing businesses that pay sales tax only) – You may visit <http://dor.mo.gov>, call (573) 751-9268, or e-mail taxclearance@dor.mo.gov for information

Please note: Your business license cannot be renewed until all completed paperwork and payment in full is received.

City of Manchester
Attn: Business License
14318 Manchester Road
Manchester, MO 63011

Phone: 636-227-1385 ext 118
kfels@manchestermo.gov

TO BE COMPLETED BY CITY HALL:

License Fee Amount Due: \$ 25.00 per machine Date Paid: _____ License Issued # _____

Completed by: _____

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