



**CITY OF MANCHESTER**  
**MERCHANT & MANUFACTURERS LICENSE APPLICATION**  
**FOR THE YEAR MAY 1, 2021 TO APRIL 30, 2022**

A. Name of Business: \_\_\_\_\_

B. Telephone Number: \_\_\_\_\_ (circle one – store, corporate or personal)

C. Secondary Number: \_\_\_\_\_ (circle one – store, corporate or personal)

D. Business Email: \_\_\_\_\_

\*Check box in order to opt out of receiving City updates

E. Business Physical Address: \_\_\_\_\_ Manchester, MO

Corporate Address: \_\_\_\_\_

Check which address the 2022 renewal reminder letter should be sent to:  Business Address  Corporate Address

\*City of Manchester will not be responsible for any delays in the application process due to incorrect mailing address previously chosen.

F. Business commenced operating in Manchester: (year) \_\_\_\_\_

G. Number of Employees: \_\_\_\_\_

H. Business Owned by: Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corp. \_\_\_\_\_ Other \_\_\_\_\_

I. Nature of Business: (Describe) \_\_\_\_\_

J. Business Website Address: \_\_\_\_\_

K. Owners Information:

Primary Owner Name: Email Address: Mailing Address:	
Secondary Owner Name: Email Address: Mailing Address:	

• ITEMS NEEDED TO RECEIVE AN ANNUAL SERVICE LICENSE:

- ANNUAL FIRE INSPECTION FROM WEST CO. EMS OR VALLEY PARK FIRE
- EMERGENCY CONTACT FORM (COMPLETE)
- APPLICATION (COMPLETE – LEGIBLE)
- PROOF OF 2020 GROSS SALES FOR LICENSE FEE CALCULATION (Copy of MO Department of Revenue Form 53)
- LICENSE FEE PAYMENT IN FORM OF CASH, CHECK, OR MAJOR CREDIT CARD
- LETTER OF NO TAX DUE COMPLIANCE (For businesses that report sales tax only) – You may visit <https://dors.mo.gov/tax/notaxdue/taxpayer.jsp>, call (573) 751-9268, or e-mail [taxclearance@dor.mo.gov](mailto:taxclearance@dor.mo.gov) to request a copy of this form.

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

MERCHANT & MANUFACTURERS LICENSE APPLICATION

**LICENSE FEE CALCULATION (BASED ON GROSS RECEIPTS)**

TOTAL GROSS RECEIPTS FOR 2020 \$ \_\_\_\_\_

Calculate fee using formula below.

	AMOUNT	RATE	LICENSE FEE
Gross receipts (first \$500,000 or less) <b>*minimum fee \$50.00</b>	\$	x.0009	\$
Gross receipts (second \$500,000)	\$	x.0007	\$
Gross receipts (remaining amount over 1 million)	\$	x.0005	\$
New business only - adjustment to the amount of license fee paid for the preceding license (over/under)	\$	→→→→→	\$
Penalty - for failure to pay fee by May 1st <b>*Penalty- \$25 plus 10% for each month</b>	\$	→→→→→	\$
Total License fee due for 2021 (total lines 1-5)	\$	→→→→→	\$

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

**City of Manchester**  
Attn: Business Licenses  
14318 Manchester Road  
Manchester, MO 63011

Phone: 636-227-1385 x 103 or x 105  
businesslicense@manchestermo.gov

**TO BE COMPLETED BY CITY HALL:**

License Fee Amount Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Completed by: \_\_\_\_\_

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