



CITY OF MANCHESTER
MERCHANT & MANUFACTURERS LICENSE APPLICATION
FOR THE YEAR MAY 1, 2023 TO APRIL 30, 2024

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 2024 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 COUNTY EMS OR VALLEY PARK FIRE
- EMERGENCY CONTACT FORM (COMPLETE)
- APPLICATION (**COMPLETE - LEGIBLE**)
- CERTIFICATION OF 2022 GROSS SALES FOR LICENSE FEE CALCULATION
- 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 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)

I, _____, do certify that the amount below represents the total gross receipts for 2022.

2022 GROSS RECEIPTS \$ _____

Calculate fee using formula below.

	AMOUNT	RATE	LICENSE FEE
Gross receipts (first \$500,000 or less) *minimum fee \$50.00	\$	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 *Penalty- \$25 plus 10% for each month	\$	→→→→→	\$
Total License fee (total lines 1-5)	\$	→→→→→	\$

Business licenses cannot be renewed until documentation and payments are received in full.

Payments can be made by cash, check, or card. Card payments can be made by phone after applications have been processed.

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

Phone: 636-227-1385 ext. 105
 businesslicense@manchestermo.gov

TO BE COMPLETED BY CITY HALL:

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

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