



CITY OF MANCHESTER
VENDING MACHINE LICENSE APPLICATION
FOR THE YEAR MAY 1, 2023 TO APRIL 30, 2024

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: _____

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

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 - LEGIBLE**)
- 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

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

Completed by: _____

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