



Community Development Department
Business License Division
10000 E 59th Street • Raytown, MO 64133
Phone: 816-737-6014 • Fax: 816-737-6164

BUSINESS LICENSE CHECKLIST

Renewal Gross Receipts (Retail) Business Located Inside City Limits of Raytown

- _____ Statement of Gross Receipts
- _____ Copy of Real Estate Taxes Paid Receipt*
- _____ Copy of Personal Property Tax Paid Receipt
- _____ Certificate of No Tax Due**
- _____ City Sewer Clearance***
- _____ Fee (Cash, Credit or Check)

Note: To obtain your **City Sewer Clearance**, call 816-737-6088 and request it at your business address.

*Only required if you own the building you are doing business out of

**You can find this on the State of Missouri website – www.mo.gov, by fax – (573) 522-1265, phone – (573) 751-9268 or e-mail – taxclearance@dor.mo.gov

***Only required if you pay your sewer bill



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STATEMENT OF GROSS ANNUAL RECEIPTS

Please complete and return this form to complete your renewal of your occupational license. To ensure receipt of a new license please return the documents requested in the accompanying letter along with payment (fees on reverse side).

NAME OF BUSINESS Mo. Tax ID No.

OWNER(S) NAMES

STATE DRIVERS LICENSE # DATE OF BIRTH(S)

E-MAIL ADDRESS

Form box containing: CHECK HERE IF BUSINESS INFORMATION HAS CHANGED - FILL OUT THIS SECTION ONLY IF THERE IS A CHANGE. NEW ADDRESS OF BUSINESS, NEW MAILING ADDRESS, NEW PHONE, NO LONGER IN BUSINESS PLEASE INDICATE EFFECTIVE DATE.

PLEASE INDICATE BELOW YOUR GROSS RECEIPTS* ENDING DECEMBER 31, 2017 OR YOUR LAST FISCAL YEAR. IF YOU HAVE NOT BEEN IN BUSINESS FOR A FULL YEAR, PLEASE LIST THE GROSS RECEIPTS YOU HAVE ACCUMULATED AND INDICATE THE TIME FRAME.

I HEREBY CERTIFY THAT THE TOTAL GROSS RECEIPTS ON THE ABOVE ADDRESS ARE:

\$ ENDING DATE

SIGNED TITLE DATE

*For Business located within Raytown: use the TOTAL GROSS REVENUE generated by your company BEFORE ANY DEDUCTIONS are made for expenses commissions, taxes or any other items.

*For Business located outside of Raytown use the TOTAL GROSS REVENUE generated by your company in the city of Raytown BEFORE ANY DEDUCTIONS are made for expenses, commissions, taxes, or any other items.

VENDING MACHINES

Number of vending machines at your business location?

Vending machines include snacks, soda, candy, cigarettes, video games, copy machines and any machine that money is placed into. DO NOT INCLUDE LOTTERY TICKET MACHINES OR NON-PROFIT MACHINES.



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SCHEDULE OF FEES – GROSS RECEIPTS

| | |
|-----------------------|---|
| \$0 - \$5,000 | \$25.00 |
| \$5,001 – \$50,000 | \$35.00 |
| \$50,001 - \$70,000 | \$40.00 |
| \$70,001 - \$90,000 | \$45.00 |
| \$90,001 - \$100,000 | \$50.00 |
| \$100,001 - \$120,000 | \$60.00 |
| \$120,001 - \$140,000 | \$70.00 |
| \$140,001 - \$160,000 | \$80.00 |
| \$160,001 - \$180,000 | \$90.00 |
| \$180,001 - \$200,000 | \$100.00 |
| \$200,001 - \$500,000 | \$100.00 + \$0.50 per each additional \$1,000 |
| \$500,001 + | \$250.00 + \$0.30 per each additional \$1,000 |

BANKS – \$20.00 per each \$1,000,000

VENDING MACHINES - \$5.00 per each machine

PENALTY – Each month delinquent is 10% of the fee. Non-payment may result in legal action.

Yes, I would like to take advantage of a two-year license renewal by sending in double the fee required for one year.