



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 Outside City Limits of Raytown

- _____ Statement of Estimated Gross Receipts
- _____ Copy of Real Estate Taxes Paid Receipt^{*/ **}
- _____ Copy of Personal Property Tax Paid Receipt ^{**}
- _____ Certificate of No Tax Due^{***}
- _____ Fee (Cash, Credit or Check)

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

**Only required if your business is based in Jackson County

***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



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 _____

<p>_____ CHECK HERE IF BUSINESS INFORMATION HAS CHANGED - <i>FILL OUT THIS SECTION ONLY IF THERE IS A CHANGE</i></p> <p>NEW ADDRESS OF BUSINESS _____</p> <p>NEW MAILING ADDRESS _____</p> <p>NEW PHONE _____</p> <p>NO LONGER IN BUSINESS PLEASE INDICATE EFFECTIVE DATE _____</p>

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.



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.

<p><input type="checkbox"/> Yes, I would like to take advantage of a two-year license renewal by sending in double the fee required for one year.</p>
