



Let's Cross Paths

City of Sedalia

200 S. Osage

Sedalia, MO 65301

(660) 827-3000 www.sedalia.com

Finance Department Ext 1126 or 1129

ANNUAL DECLARATION FOR FINAL SETTLEMENT AND ESTIMATE OF MERCHANT'S LICENSE TAX

SECTION 12-21 THROUGH 12-143 OF THE CITY OF SEDALIA CODEBOOK

Name of Business: _____ Main Contact Name _____

Address of Business: _____, Sedalia, MO 65301

Mailing Address : _____

Telephone No.: _____ Retail Sales License No.: _____

Email Address: _____

FINAL SETTLEMENT for previous year beginning June 1, _____ to May 31, _____.

1. Estimate of gross business earnings previously reported \$ _____

2. Actual gross business earnings \$ _____

3. If amount on line 2 is greater than amount on

Line 1, then enter the difference on line 3 \$ _____

4. Enter on line 4 the license tax amount due based on formula \$ _____

ESTIMATE for current license period beginning June 1, 20_____ to May 31, 20_____.

5. Estimate of gross business earnings \$ _____

6. License tax due based on estimate from line 5 \$ _____

7. License penalty late fee (if applicable) \$ _____

8. Total license tax due \$ _____

Penalty begins after June 30



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Business Emergency Contacts

The Sedalia Police Department maintains a listing of emergency contacts for each business within the city limits for the purpose of contacting someone in the event an emergency may occur. In order to keep our information current, the SPD and the City of Sedalia requests that this form be returned with your fees, annually, when filing for your City Business License. Whenever possible, reference local contacts first, then follow up with corporate contacts. The SPD will need information for your local key holder(s) able to respond to the business location within a short time if an emergency occurs.

*All businesses are highly encouraged to keep current information on emergency contacts. If this list changes throughout the year or you have questions regarding this form, you may email Tina Zaremba, Chief Office Administrator, directly at tzaremba@sedaliapolice.com or call (660) 827-7823.

Exact Business Name: _____

Business Address: _____

Business Phone: _____

Does your business have an alarm? Yes No Gate Code(s) (if applicable) _____

If yes, please check one of the following: Additional Alarm Code(s) (if applicable) _____

Alarm connected to a local monitoring service *Codes will only be used during an emergency or when your business places a call for service with SPD.*

Company Name: _____

Audible alarm only

Digital alarm with audio/video surveillance

Video surveillance only, no audible alarm

Emergency Contacts (Local key holders first, then listed in call order):

- 1. Name: _____
 Address: _____
 Cell Phone: _____ Home Phone: _____
 Email: _____
- 2. Name: _____
 Address: _____
 Cell Phone: _____ Home Phone: _____
 Email: _____
- 3. Name: _____
 Address: _____
 Cell Phone: _____ Home Phone: _____
 Email: _____

This information is true and correct to the best of knowledge as provided by: _____

Position held at business: _____ Date Given: _____



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Business License Requirements:

Retail Merchant Business License (sale of tangible merchandise)

- Application
- Retail Sales License
- No Tax due statement from Missouri Department of Revenue (no more than 90 days old)
- Paid real estate property and personal property tax receipts for Pettis County
- Certificate of Occupancy (for new license or new location) Call Devin Lake 660-827-3000
- Appropriate fee (based on annual gross sales)
- Copy of Sedalia Fire Department Annual Inspection Report within last 12 months

The No Tax Due Statement may be obtained online at <https://dor.mo.gov/business/sales/notaxdue/> or by calling the Missouri Department of Revenue at (573) 751-9268.

Sec. 12-141. - Amount of tax and determination thereof on annual basis.

(a) Every *retail* merchant and theater operator doing *business* within the city must pay an annual *retail* merchants and theater *license* tax as of June 1 of each year, in the amount, manner and form as follows:

(1) On the first \$1,000,000.00 or less of gross *business* done, a tax of 0.06 percent (\$0.60 per \$1,000.00) of such amount, or any part thereof;

(2) On the second \$1,000,000.00 of gross *business* done, a tax of 0.045 percent (\$0.45 per \$1,000.00) of such amount, or any part thereof;

(3) On the third \$1,000,000.00 or more of gross *business* done, a tax of 0.03 percent (\$0.30 per \$1,000.00) of such amount, or any part thereof.

(b) The minimum *license* tax under this section shall be \$15.00.

(c) The annual taxes levied and to be collected under this section shall be estimated and determined on an annual tax year from June 1 to May 31 next succeeding, or from the date of commencing *business* to the next succeeding May 31.

(Code 1969, § 13-15; Code 1982, § 26-58; Ord. No. 8227, § 1, 4-6-1987; Ord. No. 10601, § 1, 4-17-2017)

***Please note that if your license for the prior year was not renewed we are required to collect a penalty (see City Code 12-28 which can be reviewed at https://library.municode.com/mo/sedalia/codes/code_of_ordinances?nodeId=CD_ORD_CH12BURETARTHIOCLITA_DIVIGE_S12-28WHLIDPEDE). Please contact the Finance Office at (660) 851-7684 if you would like us to calculate the total amount due in advance.**