



City of Sedalia

Finance Department, Municipal Building
State of Missouri
200 S Osage, Sedalia, MO 65301
(660) 827-3000 ext 1129

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

{Section 12-21 thru 12-143, Sedalia City Code}

Name of Business: _____

Address of Business: _____, Sedalia, Missouri

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

FINAL SETTLEMENT for previous period beginning June 1, 20____ to May 31, 20____

- | | |
|---|----------|
| 1. Estimate of gross business previously reported | \$ _____ |
| 2. Actual gross business done | \$ _____ |
| 3. If amount on line 2 is greater than amount on
Line 1, then enter balance of license tax due | \$ _____ |
| 4. If amount on line 2 is less than amount on
Line 1, then enter excess of license tax | \$ _____ |

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

- | | |
|---|----------|
| 5. Estimate of gross business | \$ _____ |
| 6. License tax due based on estimate on line 5 | \$ _____ |
| 7. Total license tax due (line 6, and either add line 3 or subtract line 4) | \$ _____ |

Penalty begins after June 30



Business Emergency Contacts

The Sedalia Police Department maintains a listing of emergency contacts for each business in the city limits for the purpose of contacting someone in the event an emergency may occur. In order to keep the information current, you are requested to fill in the information listed below and return it with your fees for a City Business License. Please include local contacts, if possible, as the Police Department needs a keyholder who could respond in a short time in case of an emergency at your business. Also, if the contacts change, please contact the Police Department to keep the list current.

Exact Business Name: _____

Business Address: _____

Business Phone: _____

Does your business have an alarm _____ Yes _____ No

If yes, please check one of the following:

____ Phone alarm connected to a monitoring service

____ Audible alarm only

____ Automatic dialer to the Police Department

Emergency Contacts (in the order you would like them called):

1. Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

2. Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

3. Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Information provided by _____

Position held: _____ Date: _____

If you have any questions regarding this information, please contact the Communications Section of the Sedalia Police Dept, 826-8100.



Let's Cross Paths

City of Sedalia

Finance Department

200 S. Osage

Sedalia, MO 65301

(660) 827-3000 www.cityofsedalia.com

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 property and personal property tax receipts
- 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_CH12BURETA_ARTHIOCLITA_DIV1GE_S12-28WHLIDPEDE). Please contact the Finance Office at (660) 851-7684 if

you would like us to calculate the total amount due in advance.