



GENERAL BUSINESS LICENSE RENEWAL  
**CITY of CAPE GIRARDEAU**

2019

401 INDEPENDENCE STREET – P.O. BOX 617 – CAPE GIRARDEAU, MO 63702 (573) 339-6322

**Due  
 JANUARY 31, 2020**

<b>Business Name</b>	<b>License Number</b>
<b>Business Street Address</b>	<b>State Sales Tax ID #</b>
<b>Email Address</b>	<b>Federal ID #</b>

<b>AMOUNT OWED</b>	<p>This license with the City of Cape Girardeau expires on the last day of December 2019. Remit renewal payment with this form, postmarked by <b>January 31, 2020</b>, to:</p> <p style="text-align: center;"><b>City of Cape Girardeau        P. O. Box 617        Cape Girardeau, MO 63702</b></p>	<b>Penalties for Late Payment</b>						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>1. License Due . . . . .</b></td> <td style="text-align: right;"><b>\$40.00</b></td> </tr> <tr> <td><b>2. Additions to tax* . . . . .</b></td> <td></td> </tr> <tr> <td><b>3. TOTAL DUE . . . . .</b> <i>(Payment due with report)</i></td> <td></td> </tr> </table>	<b>1. License Due . . . . .</b>	<b>\$40.00</b>	<b>2. Additions to tax* . . . . .</b>		<b>3. TOTAL DUE . . . . .</b> <i>(Payment due with report)</i>		<p><i>*Additions to License</i>          For failure to pay license on or before January 31, 5% of line 1 for each month late up to a maximum of 25%.          (5 months late in filing = 25%)</p> <p><i>Calculation examples are on the reverse of this form.</i></p>
<b>1. License Due . . . . .</b>	<b>\$40.00</b>							
<b>2. Additions to tax* . . . . .</b>								
<b>3. TOTAL DUE . . . . .</b> <i>(Payment due with report)</i>								

**Name, address and phone number of partners or officers, and ownership percentage: (Attach a separate sheet if needed)**

Name	Address	Phone	Percentage Held

<b>SIGN HERE</b>	<p>I have enclosed a no tax due statement from the State of Missouri, or I certify that I am not required to collect sales tax and/or withholding tax. All accounts owed to the City of Cape Girardeau by any person or related businesses are current.</p>
	<p style="text-align: center;"><b>Must be signed by Owner or Authorized Agent, Title</b> <span style="float: right;"><b>Date</b></span></p>

*If final return: If business is closed, enter the business close date:*

**THIS FORM MUST BE RETURNED TO THE CITY**

**CITY OF CAPE GIRARDEAU**

**Business License Renewal**

**Information Sheet**

***RULES AND REGULATIONS***

1. The making of a false affidavit can subject a person to imprisonment for not less than 6 months or a fine of not less than \$500.00.
2. Failure to pay the proper amount of license tax and amounts owed to the City can result in the City refusing to issue licenses.
3. Failure to pay this tax can result in a civil suit by the City to collect this tax plus penalties and attorney fees. Only one delinquent notice will be sent following January 31, followed by a citation if the license remains delinquent.
4. All delinquent licenses shall, in addition to the license tax due, incur a 5% penalty per month, maximum 25%.
5. Must enclose no tax due statement from Missouri Department of Revenue or certify that the business is not required to collect sales and/or withholding tax. Website for the no tax due form: <https://dors.mo.gov/tax/notaxdue/taxpayer.jsp>.
6. **All other accounts with the City must be current, including Cape Girardeau County taxes.**

**Close of Business:**

If the business closed during 2019, nothing is due, but this form must still be submitted. Sign the bottom of the form and include the date the business closed.

**Relocated Business:**

If the business has relocated, contact the Customer Service Department for a Change of Information form, or visit [www.cityofcape.org/businesslicenses](http://www.cityofcape.org/businesslicenses).

***EXAMPLE ADDITIONAL PENALTY EQUATIONS***

**Additions to License**

For failure to pay license on or before January 31, the addition to tax penalty is 5% of line 1. For failure to file a license renewal on or before January 31, add 5% of line 1 for each month late up to a maximum of 25% (5 months late = 25%).

Example 1: Return is due Jan. 31, but is filed (postmarked) Feb. 10

Line 1 = \$480

$\$480 \times 5\% = \$24$

\$24 is the additions to tax

Total due = \$504

Example 2: Return is due Jan. 31, but is filed (postmarked) March 21

Line 1 = \$480

$\$480 \times 10\% = \$48$

\$48 is the additions to tax

Total due = \$528

**If you have any questions, please call the Customer Service Department at 573-339-6322.**