GENERAL BUSINESS LICENSE RENEWAL

CITY *of* CAPE GIRARDEAU

44 NORTH LORIMIER STREET – CAPE GIRARDEAU, MO 63701 (573) 339-6327

2025

Due JANUARY 31, 2026

Business Name	**License Number**
Business Street Address	**State Sales Tax ID #**
Email Address	**Federal ID #:**

AFFIDAVIT OF GROSS RECEIPTS, AMOUNT OWED

2025 Gross receipts for your business do not include liquor and beer sales

This license with the City of Cape Girardeau expires on the last day of December 2025. Remit your renewal payment with this form, postmarked by **January 31, 2026,** to:

City of Cape Girardeau
44 N. Lorimier
Cape Girardeau, MO 63701

1. Total Gross Receipts. . . . . *(without liquor & beer sales)*	
2. License Due . . . . . *($1 per $1,000; minimum $10)* (Round up all cents)	.00
3. Additions to license *	
4. TOTAL DUE . . . . . *(Payment due with report)*	

Penalties for Late Payment

**Additions to License*
For failure to pay license on or before January 31, 5% of line 2 for each month late up to a maximum of 25%
(5 months late in filing = 25%)

Calculation examples are on the reverse of this form.

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

Name	*Address*	*Phone*	*Percentage Held*

SIGN HERE

I certify the above gross receipts are accurate and correct. **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.

_____

Must be signed by Owner or Authorized Agent, Title ***Date***

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

CITY OF CAPE GIRARDEAU
Business License Renewal - Affidavit of Gross Receipts
Information, Rules and Regulations

- Under the terms of the City of Cape Girardeau Code of Ordinances, Section 15-89, all businesses are required to pay a minimum tax of $10.00, or an amount equal to $1.00 Per $1,000.00 on gross business done during the 2024 year ending on the last day of **DECEMBER 2024.**
- **Round up all cents to the next dollar.**
- Fill out and execute the affidavit of gross sales on the front of this renewal, and return by **January 31, 2026**.

RULES AND REGULATIONS

1. Gross sales means the gross receipts of the business, occupation, or calling for which the license was issued either through the sale of merchandise or through the sale of services, derived through transactions of the licensee, whether such sales, services, or transactions are for cash or on credit. Gross receipts do **not** include sales tax remitted to the state **OR** alcoholic sales.
2. 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.
3. Failure to pay the proper amount of license tax and amounts owed to the City can result in the City refusing to issue licenses.
4. 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.
5. All delinquent licenses shall, in addition to the license tax due, incur a 5% penalty per month, maximum 25%.
6. 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.
7. **All other accounts with the City must be current, including Cape Girardeau County taxes.**

Close of Business:
If the business closed during 2025 ,complete the front side of this form and calculate the $1.00 per $1,000 gross receipts. On line 3, "Additions to license " write ($10.00). This credit is from when the business opened.

Examples:

- If the $1.00 per $1,000 due equals $26.00, pay only $16.00.
- If gross receipts are less than $10,000, 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 Community Development Department for a Change of Information form.

EXAMPLE: ADDITIONAL PENALTY EQUATIONS

Additions to License
For failure to pay license on or before January 31, the addition to license penalty is 5% of line 2. For failure to file a license return on or before January 31, add 5% of line 2 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 2 = $480
$480 x 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 2 = $480
$480 x 10% = $48
$48 is the additions to tax
Total due = $528

If you have any questions, call the Community Development Department at 573-339-6327.

Improper disposal of wastes from businesses results in poor local water quality and the potential loss of aquatic life.

Most discharges to the City of Cape Girardeau stormwater system that are not rainwater or snow/ice melt are prohibited.

Report suspected stormwater pollution to the City of Cape through the CityofCape.org website, by calling the Nuisance Hotline at 573-339-6311, or emailing MS4@cityofcape.org.