



**CITY OF MANCHESTER**  
**VENDING MACHINE LICENSE APPLICATION FOR THE**  
**YEAR MAY 1, 2022 TO APRIL 30, 2023**

- A. Name of Vending Owner: \_\_\_\_\_
- B. Corporate Address: \_\_\_\_\_  
(This should also be the address for annual renewal notices.)
- C. Owner's Phone Number: \_\_\_\_\_
- D. Owner's Email Address: \_\_\_\_\_  
\*Check box in order to opt out of receiving City updates
- E. Business Website: \_\_\_\_\_
- F. Vending Machine Name: \_\_\_\_\_
- G. Vending Machine Number: \_\_\_\_\_
- H. Type of Vending: \_\_\_\_\_
- I. Vending Machine Address: \_\_\_\_\_ Manchester, MO
- J. Installation Date: \_\_\_\_\_
- K. Vending machine licensed stickers must be affixed to the actual vending machine. Please indicate below where you would like us to send these stickers so they can be affixed to your machine.  
\_\_\_\_\_  
\_\_\_\_\_

**ITEMS NEEDED TO RECEIVE AN ANNUAL VENDORS LICENSE:**

- APPLICATION (**COMPLETE - LEGIBLE**)
- LICENSE FEE PAYMENT
- LETTER OF NO TAX DUE COMPLIANCE (Existing businesses that pay sales tax only) – You may visit <http://dor.mo.gov>, call (573) 751-9268, or e-mail [taxclearance@dor.mo.gov](mailto:taxclearance@dor.mo.gov) for information

*Please note: Your business license cannot be renewed until all completed paperwork and payment in full is received.*

**City of Manchester**  
Attn: Business License  
14318 Manchester Road  
Manchester, MO 63011  
Phone: 636-227-1385 x 103 or x 105  
[businesslicense@manchestermo.gov](mailto:businesslicense@manchestermo.gov)

**TO BE COMPLETED BY CITY HALL:**

License Fee Amount Due: \$ 25.00 per machine Date Paid: \_\_\_\_\_ License Issued # \_\_\_\_\_

Completed by: \_\_\_\_\_

THE LICENSE IS RENEWABLE EACH MARCH AND  
**DELINQUENT** AFTER **APRIL 15** OF EACH YEAR