

**Business License Renewal**

 220 SE Green Street  
 Lee's Summit, MO 64063  
 Phone 816.969.1220 / Fax 816.969.1221 / [www.cityofls.net](http://www.cityofls.net)

 RAYTOWN-LEES SUMMIT COMMUNITY CREDIT UNION  
 Licensing  
 504 SW 3RD ST, Unit A  
 LEES SUMMIT, MO 64063

**PLEASE NOTIFY US IF YOU DISCONTINUE YOUR BUSINESS.**

Please Update your Information. If there are changes to the information provided, please draw a line through and correct.

 Physical Business Address: 504 SW 3RD ST A LEES SUMMIT, MO 64063  
 Business E-Mail Address:: MBERKLEY@RLSCU.COM  
 Legal Name of Business: (if different than DBA):  
 Type of Organization: Service  
 Business Classification: 800 Bank/S&L/Credit Union/Building and Loan

 Renew on-line communications email address: ahalfmann@rlscu.com

(If you would like to renew on-line, you must provide an email above. This email address could be different than the Business Email Address. This email address is the person that is responsible for Business Licenses/Renewals at your place of business- Further Instructions included)

Business Phone Numbers :

Primary	Cell	Fax
8163560791	8167038421	8165541002

Contact Information :

Primary	Secondary	Emergency
MELISSA BERKLEY, Address:504 SW 3RD ST, Phone:(816) 554-1002	CARRIE WEST, Phone:(816) 356-0791	

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Please provide a general description or scope of work for your business:

Credit Union

IF DOING ANY RETAIL SALES (provide copy of current no sales tax due letter) -

\*For businesses physically located in Lee's Summit this section **MUST** be completed\*

Has your Physical Address changed over the last year? **Y** or **N** (If yes complete Zoning Approval Form)

Is business located in a Lee's Summit **Commercial** area or **Residential**? (circle)

Do you have an intrusion alarm? **Y** or **N** (circle)

Total Building Square Footage - **1500**

Employee Headcount for this location:

Full Time: **8**

Part Time: **1**

Temporary:

IF DOING ANY RETAIL SALES (provide copy of current no sales tax due letter) -

IF PHYSICAL ADDRESS HAS CHANGED WITHIN LEE'S SUMMIT, PLEASE SUBMIT A NEW ZONING FORM. Zoning forms located on website at [www.cityofls.net](http://www.cityofls.net).

FEE CALCULATION (please check those that apply):

☒ \$50 Business License Fee (base fee)

☐ Penalty for delinquent license is 5% per month not to exceed 25% (is delinquent 60 days after expiration)

☐ Total fee

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

X Alvandra Halzmann X Branch Manager 6/2/2020  
Signature of Owner(s) or Corporation Agent/Owner Title Date

The filing of this application or the granting of a business license neither confirms nor approves the use of land as regulated under the provisions of the zoning code, and is further subject to all applicable federal, state and local laws and regulations which apply to specific occupations and businesses. Payment by Check – make check payable to City of Lee's Summit.

FOR OFFICE USE ONLY

License Effective from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee Remitted \$\_\_\_\_ License # \_\_\_\_\_