



Missouri Department of Revenue  
**Local License Renewal Records  
 and Online Access Request**

<b>City or County Information</b>	Name		
	Address		
	City	State MO	ZIP Code
	Telephone Number (____) - ____ - _____	Fax Number (____) - ____ - _____	

Pursuant to provisions of [Section 144.083, RSMo.](#) the possession of a statement from the Department of Revenue stating no tax is due under [Section 143.191 to 143.265, RSMo.](#) (withholding tax) or Section [144.010 to 144.510, RSMo.](#) (sales tax) shall be prerequisite to the issuance or renewal of any city or county occupation license or any state license required for conducting any business where goods are sold at retail. In lieu of the business obtaining and presenting a statement of No Tax Due, a city or county may determine if a business in its jurisdiction has "no tax due" or request Local License Compliance reports through the Department's MyTax Missouri portal. The information obtained from the online system is strictly confidential according to [Section 32.057, RSMo.](#) Persons authorized to access taxpayer information may only do so in the performance of their official duties.

The Department has made access to the online No Tax Due System through a secure portal, MyTax Missouri. Please log onto the MyTax Missouri portal at <https://mytax.mo.gov> and sign up for access as a Government User. Each individual with the political subdivision listed on Form 4379A will need to register separately on MyTax Missouri as a Government User. Each Government User will receive an e-mail with their temporary password at which time they may log into MyTax Missouri and set up a series of security questions and make any changes to their user profile. Once you have requested access complete the Form 4379A and submit it to the Department. We will validate the information provided on the form and grant access as requested.

To receive this tax information, the appropriate authorized chief executive of your city or county must complete and sign the Form 4379A. You must identify each person authorized to receive this information. If the person authorized to receive this information changes, complete a new form. If more than three persons will be authorized to receive access, please submit an attachment with the required information.

List below the individuals needing access to the MyTax Missouri portal and indicate the access needed. Each user will need to have a unique e-mail address. Please print.

<b>Authorization For Access</b>	Name	Title	<input type="checkbox"/> Online No Tax Due Access <input type="checkbox"/> Local License Compliance Report	Effective Date (MM/DD/YYYY) __ / __ / ____
	E-mail Address		User ID	
	Name	Title	<input type="checkbox"/> Online No Tax Due Access <input type="checkbox"/> Local License Compliance Report	Effective Date (MM/DD/YYYY) __ / __ / ____
	E-mail Address		User ID	
	Name	Title	<input type="checkbox"/> Online No Tax Due Access <input type="checkbox"/> Local License Compliance Report	Effective Date (MM/DD/YYYY) __ / __ / ____
	E-mail Address		User ID	
Name	Title	<input type="checkbox"/> Online No Tax Due Access <input type="checkbox"/> Local License Compliance Report	Effective Date (MM/DD/YYYY) __ / __ / ____	
E-mail Address		User ID		

Under penalties of perjury, I declare that the above information and any attached supplement is true, complete and correct. As chief executive of the city or county, I authorize and hereby confirm that the individual(s) named on this form and any attachments will receive and perform the inspection or audit on behalf of the city or county. We have reviewed and will comply with [Sections 144.121, 144.122,](#) and 32.057, RSMo, pertaining to the strict confidentiality of all records of the Missouri Department of Revenue to which access has been granted.

<b>Signature</b>	Print Name	Title	Signature	Date (MM/DD/YYYY) __ / __ / ____

**Mail to:** Taxation Division  
 P.O. Box 3666  
 Jefferson City, MO 65105-3666

**Phone:** (573) 751-9268  
**Fax:** (573) 522-1265  
**E-mail:** [taxclearance@dor.mo.gov](mailto:taxclearance@dor.mo.gov)



Visit <http://www.dor.mo.gov/business/sales/notaxdue> for additional information.