



Request for Information or Audit of Local Sales and Use Tax Records

Sections 32.057 and 144.121, RSMo, allow the Missouri Department of Revenue to release local sales and local use tax information to cities, counties, and districts that have imposed a sales tax or local option use tax.

The Department has made these reports available on a secure portal, MyTax Missouri. Please log onto the MyTax Missouri portal at mytax.mo.gov and sign up for access as a Government User.

Confidentiality Statement
The reports, attachments, e-mails, or written correspondence you will receive contains confidential information.
Individuals Authorized to View and Download Reports
Please print the names of anyone that will be authorized to view the reports.
Chief Executive Authorization
Please print the name and title of the chief executive of the city, county, or district making this request.

The political subdivision of _____ (name of city, county, or district) Missouri, according to the provisions of Sections 32.057 and 144.121, RSMo, formally requests to inspect or audit any and all records requested below pertaining to the administration, collection, and enforcement of its sales tax or local option use tax.

List below the individuals needing access to the MyTax Missouri portal. Each user will need to have a unique e-mail address. Please print.
Table with columns: Name, Title, Signature, Date (MM/DD/YYYY), E-mail Address, User ID. Repeated 5 times.

Signature
Under penalties of perjury, I declare that the above information and any attached supplement is true, complete and correct.
Table with columns: Print Name, Title, Signature, Date (MM/DD/YYYY).

Mail to: Taxation Division
P.O. Box 3380
Jefferson City, MO 65105-3380

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