



# OFFICE OF THE COLLECTOR OF REVENUE

CITY OF ST. LOUIS  
EARNINGS & PAYROLL TAX DIVISION

1200 MARKET STREET, ROOM 410  
ST. LOUIS, MO 63103



**GREGORY F.X. DALY**  
COLLECTOR OF REVENUE

(314) 622-4071  
FAX: (314) 622-4847

Detach this section at perforation and return.

Collector of Revenue  
City of St. Louis

## EMPLOYER'S QUARTERLY EARNINGS TAX RETURN OF TAXES WITHHELD

# W-10

1) NUMBER OF TAXABLE EMPLOYEES	QUARTER ENDING		DOLLARS	CENTS
2) Total taxable earnings for quarter (See Instruction A if no wages were paid)		2)		
3) Tax withheld at 1% (.01) of line 2		3)		
4) Less amount deposited in quarter if monthly deposits are required. (See Instruction B)		4)		
5) <b>NET TAX DUE</b>		5)		
6) Penalty (See Instruction E)		6)		
7) Interest (See Instruction E)		7)		
8) <b>TOTAL DUE</b>		8)		

If business is sold, transferred or terminated write "Final" here \_\_\_\_\_, and follow instructions on reverse side.

**MAKE CHECKS PAYABLE TO: GREGORY F.X. DALY, COLLECTOR OF REVENUE  
MAIL TO: EARNINGS TAX DIVISION, P.O. BOX 66966, ST. LOUIS, MO 63166-6966**

FEIN: \_\_\_\_\_  
I hereby certify that the statements herein are true.

\_\_\_\_\_  
Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Detach this section at perforation and return.

Collector of Revenue  
City of St. Louis

## PAYROLL EXPENSE TAX — QUARTERLY RETURN

QUARTER ENDING

# P-10

1) NUMBER OF EMPLOYEES Subject to payroll expense tax this quarter:			DOLLARS	CENTS
2) Payroll within City of St. Louis for this quarter		2) \$		
3) Tax Due 1/2 of 1% (.005) of Line 2		3) \$		
4) Penalty (See Instructions)		4) \$		
5) Interest (See Instructions)		5) \$		
6) <b>TOTAL DUE</b>		6) \$		

If business is sold, transferred or terminated write "Final" here \_\_\_\_\_, and follow instructions on reverse side.

**MAKE CHECKS PAYABLE TO: GREGORY F.X. DALY, COLLECTOR OF REVENUE  
MAIL TO: PAYROLL EXPENSE TAX DEPT., P.O. BOX 66966, ST. LOUIS, MO 63166-6966**

FEIN: \_\_\_\_\_  
I hereby certify that the statements herein are true.

\_\_\_\_\_  
Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Telephone: \_\_\_\_\_

## INSTRUCTIONS

EVERY EMPLOYER OR NON-RESIDENT EMPLOYER, WHO EMPLOYS ONE OR MORE PERSONS, WORKING OR LIVING IN THE CITY, IS REQUIRED TO WITHHOLD ST. LOUIS CITY EARNINGS TAX ON GROSS EARNINGS FROM THOSE EMPLOYEES. GROSS EARNINGS SHALL INCLUDE, BUT IS NOT LIMITED TO: SALARIES, WAGES, COMMISSIONS, FEES, BONUSES, EXTRA LIFE INSURANCE, FELLOWSHIPS, YEAR END PROFIT SHARING, RETIREMENT INCENTIVE, SEVERANCE PAY, TIPS OR OTHER COMPENSATION BASIS.

**A — When No Wages Are Paid.** If you temporarily discontinue paying salaries, wages, etc., (for example seasonal activities), or if no salaries etc., were paid during the quarter, you must nevertheless file a return. The return should be filed with the word "NONE" entered on line 2.

**B — To Receive Credit For Monthly Deposits.** List on line 4 the total earnings tax withheld and previously deposited for the 1st and/or 2nd month(s) of this quarter. (this applies only to employers that withhold \$1,500.00 or more earnings tax during either of the first 2 months of any quarter).

**C — To File A "Final" Return.** If a business is sold, transferred, or terminated you must file a "Final" return and so indicate in the space provided, on this return. If a business is sold or transferred by one employer to another, each employer must file a separate return. The seller of the business must attach a statement showing the name and address of the new owner, and the date of the sale or transfer. If a business is terminated you must notify this Office of the effective date of termination.

### D — Quarterly Returns and Due Dates

Quarter ending:	DUE ON OR BEFORE:
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

**E — Penalty and Interest.** Failure to file and remit when due will result in a penalty of 5% of the amount of tax for each month or fraction thereof, to a maximum of 25% until tax is paid. Interest will be 1% of the amount of tax, for each month or fraction thereof, from due date until tax is paid.

**F — SIGN AND DATE RETURN**      **G — FOR INFORMATION, CALL (314) 622-4071 or visit our website at: [www.stlouiscollector.com](http://www.stlouiscollector.com)**

Pursuant to the Revised Code of the City of St. Louis, § 5.22.100, the Collector of Revenue or his duly authorized agent has the authority to audit facilities or tax returns of an employer or taxpayer subject to this section of the Tax Code.



## INSTRUCTIONS

Pursuant to the Revised Code of the City of St. Louis, § 5.22.100, the Collector of Revenue or his duly authorized agent has the authority to audit facilities or tax returns of an employer or taxpayer subject to this section of the Tax Code.

EVERY EMPLOYER, RESIDENT OR NON-RESIDENT, WHO EMPLOYS INDIVIDUALS TO PERFORM WORK OR RENDER SERVICE WITHIN THE CITY OF ST. LOUIS IS REQUIRED TO FILE AND PAY PAYROLL EXPENSE TAX ON A QUARTERLY BASIS. IF YOU **DID NOT** HAVE ANY PAYROLL WITHIN ST. LOUIS DURING THE QUARTER, YOU MUST FILE A RETURN WITH THE WORD "NONE" ENTERED ON LINE 2.

- A. On Line 1: Enter number of employees subject to the tax.
- B. On Line 2: Enter payroll for the quarter within City of St. Louis.
- C. On Line 3: Payroll Expense Tax — 1/2 of 1% (.005) of Line 2.
- D. On Line 4: **Penalty** — Failure to file and remit when due will result in a penalty of 5% of the amount of tax for each month or fraction thereof, to a maximum of 25% until tax is paid.
- E. On Line 5: **Interest** — In addition to penalty, there will be interest of 1% of the amount of tax for each month or fraction thereof from the due date until tax is paid.
- F. On Line 6: Total due (including penalty and interest, if applicable).

### G. TO FILE A "FINAL" RETURN

If a business is sold, transferred or terminated you must file a "Final" return, and so indicate in the space provided on this return. If the business is sold or transferred by one employer to another, each employer must file a separate return. The seller of the business must attach a statement showing the name and address of the new owner, and the date of the sale or transfer. If a business is terminated you must notify this office of the effective date of termination. A final return will be verified by this office.

### H. QUARTERLY RETURN DUE DATES

Quarter Ending:	Due on or Before:
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

### I. SIGN AND DATE RETURN

**J. FOR INFORMATION, CALL (314) 622-4071 or visit our website at: [www.stlouiscollector.com](http://www.stlouiscollector.com)**

