COMMON DOCUMENT NUMBER

CITY OF SAINT LOUIS

GRADUATED TOWING BUSINESS LICENSE APPLICATION

FOR LICENSE YEAR BEGINNING ON JUNE 1, _____

LICENSE TYPE
L422207

DISTRICT

SUB DISTRICT

APPLICANT SHOULD COMPLETE AND RETURN WITH CHECK TO: **MAVIS T. THOMPSON, ESQ. License Collector**

Section 1 - Required

IMPORTANT INFORMATION ON BACK

1. TRADE NAME
2. TRUE NAME
3. STRUCTURE ADDRESS
4. MAIL TO:

OWNER ☐
HDQTRS ☐
STRUCTURE ☐

5. FEDERAL ID/SS NO.
6. BUSINESS PHONE
7. FAX NUMBER
8. SALES/USE TAX NO.
9. TYPE ORGANIZATION IND PTN CORP
10. DATE BUSINESS STARTED IN ST. LOUIS CITY
11. BUSINESS TYPE

5111 – TOWING/WRECKERS

12. NO. OF EMPLOYEES

THIS SPACE PROVIDED TO CORRECT THE LINE ITEMS ABOVE

MAIL TO ADDRESS IS
OWNER ☐
HDQTRS ☐
STRUCTURE ☐

1. TRADE NAME _____
2. TRUE NAME _____
3. STRUCTURE ADDRESS _____
4. MAIL TO: NAME AND ADDRESS _____

5. FEDERAL ID/SS NO. _____
6. BUSINESS PHONE _____
7. FAX NUMBER _____
8. SALES/USE TAX NO. _____
9. TYPE ORGANIZATION _____
10. DATE BUSINESS STARTED _____
11. BUSINESS TYPE _____
12. NO. OF EMPLOYEES _____

Ordinance 67909 Addendum - (http://stlouis-mo.gov/government/departments/license/business-license-info/ordinance-67909.cfm) - **Required for license years 2009 and after**

1. Has the applicant ever pled guilty or nolo contendere to, or been convicted of, or been found guilty of violating sections of Missouri Revised Statutes, chapters 566, 568, or 573 concerning children and related sexual activities as more specifically addressed in City Ordinance #67909? ☐ YES ☐ NO
2. Only if the answer to Question #1 is YES, does this business involve the likely direct interaction with persons under the age of eighteen in either child-centered or child-based events, activities and programs, as addressed in Ordinance #67909? ☐ YES ☐ NO
3. If the answers to Questions #1 and #2 are YES, state the date, county, and offense on a separate page.

Initial _____

Contact Person - Required

NAME: _____

PHONE NUMBER: _____

EMAIL: _____

Section 2 - Required

Are you a Construction Industry Contractor?

☐ Yes – see important information on back

☐ No

-This section is for internal use ONLY-

ET	PET	PPT	OCC	WC	SST	SIGN	BAL
OTHER	PRIOR	POLICE	CONT	ID	CREDIT	CHK	67909

LIC. APPROVED _____

Decal #

License Number

Section 3 - Required

CALCULATION INSTRUCTIONS ON BACK

Saint Louis Employees		Graduated Business License Tax
0-2	....	$200
3-5	....	$325
6-10	....	$675
11-20	....	$1,500
21-30	....	$2,250
31-40	....	$3,000
41-50	....	$4,500
51-75	....	$7,500
76-100	....	$11,250
101-150	....	$15,000
151-200	....	$20,250
201-300	....	$25,500
301-400	....	$30,000
401-500	....	$34,500
501 or more	....	$37,500

NUMBER OF EMPLOYEES REPORTED: _____

TAX AMOUNT DUE: $_____

PENALTIES: $_____

TOTAL AMOUNT DUE: $_____

I HEREBY CERTIFY AS PROVIDED BY LAW THAT THE FOREGOING IS A TRUE STATEMENT. I FURTHER CERTIFY THAT THIS APPLICANT HAS PAID ALL REAL ESTATE TAXES, PERSONAL PROPERTY TAXES, EARNINGS TAXES, LICENSE TAXES, PERMITS AND CERTIFICATE FEES DUE AND PAYABLE TO THE CITY OF SAINT LOUIS AND THE STATE OF MISSOURI.

_____
(PRINT NAME AS SIGNED)

_____
(SIGNATURE OF OFFICER, OWNER OR AUTHORIZED PERSON)

MAKE CHECKS PAYABLE TO: **MAVIS T. THOMPSON, ESQ.**
LICENSE COLLECTOR
P.O. Box 78158
Saint Louis, MO 63178-8158

GRADUATED BUSINESS LICENSE APPLICATION INSTRUCTIONS

Section 1

St. Louis City Ordinance (Ord. 63082 § 1, 1994: Ord. 62578 § 2, 1992: prior Ord. 60643 § 8, 1988.) imposes a graduated business license tax "on all merchants, manufacturers, businesses, avocations, pursuits and callings that are not exempt from the payment of a license by law." The graduated business license tax is based on the licensee's number of St. Louis employees. (See calculation below) For additional license information and to find out how to file and pay your Graduated Business License online, visit our website at http://stlouis-mo.gov/government/departments/license/.

MISSOURI SALES TAX LICENSE

If you are required to have a Missouri Sales Tax License, your account must be current in order to receive a business license and you must provide a tax clearance from the Missouri Department of Revenue. Please verify the Sales Tax License number printed on line 8. You may obtain a Missouri Retail Sales Tax License and tax clearance from the Missouri Department of Revenue located at 3256 Laclede Station Rd., Saint Louis, Missouri 63143. You may contact them at 314-877-0177 or visit their website at www.dor.mo.gov.

LICENSE ISSUANCE

The License Collector cannot issue any business license or license renewal until all current and past taxes and penalties, including personal property taxes, earnings taxes, payroll taxes, licenses and permit and certificate fees due the City of Saint Louis are paid.

COMPLIANCE PROCEDURES

It is the policy of the License Collector to begin compliance procedures after June 15th of the assessed license year on any business operating without a valid business license. Compliance procedures shall include assessment of penalties and interest, and possible closure of the business.

Section 2

CONSTRUCTION INDUSTRY CONTRACTORS

Construction industry contractors (those who erect, demolish, alter and/or repair) are required to comply with the construction licensing requirement in state law. Either a certificate of insurance for workers' compensation coverage or a notarized affidavit, developed by the Missouri Department of Labor and Industrial Relations, Division of Workers' Compensation, must be submitted to the Office of the License Collector before an occupational or business license is issued. **Please submit a notarized affidavit or proof of workers' compensation coverage with the license application.**

> Section 287.061 RSMO.2000 reads: "Any city or county which issues an occupational or business license for a contractor in the construction industry shall require a certificate of insurance for workers' compensation coverage or an affidavit, the form of which shall be developed by the division, signed by the applicant attesting that the contractor is exempt… Any contractor who fails to comply with the provisions… of this section shall be denied such a license until he or she furnishes a certificate of insurance."

A copy of the Affidavit of Exemption may be obtained from the Missouri Department of Labor and Industrial Relations in Jefferson City, Missouri (their web address is http://www.labor.mo.gov/DWC/Forms/WC-134-AI.pdf) or the Office of the License Collector.

Section 3

APPLICABLE EMPLOYEE CALCULATION

To determine the number of employees to be reported, count the number of full-time and full-time equivalent employees (including owner, partners and officers) in the previous calendar year who have worked within the City of Saint Louis. A Saint Louis employee as used herein means an individual person performing work for remuneration who is employed for (1920) hours or more in any calendar year. A full-time equivalent means each group of two (2) or more part-time employees who, in the aggregate, are employed by the same employer for (1920) hours in any calendar year. For the first operating year, NEW BUSINESSES (never having prior operating history, whether filed or unfiled, in the City prior to June 1 of the assessed license year) are required to pay the minimum license fee.

LATE FILING AND LATE PAYMENT PENALTIES

To avoid penalties, the Graduated Business License application payment must be received by the Office of the License Collector on or **before May 31** preceding the assessed license year.

> There are two types of penalties imposed: one for **late filing** and one for **late payment** on delinquent accounts. The filing penalty is five percent per month or fraction thereof with a maximum of twenty-five percent of tax due. (ORD. 54982)
>
> If payment is not made within sixty days of the date due, the tax is increased twenty percent. The following schedule shows the combined late filing and late payment rates: (ORD. 52783)

First Month = 5%	Fourth Month = 40%
Second Month = 10%	Fifth Month and After
Third Month = 35%	Total Penalty = 45%

QUESTIONS CONCERNING THIS APPLICATION: Please contact the Office of the License Collector
8:00 A.M. – 5:00 P.M. Monday – Friday at 314-622-4528 or visit our website at http://stlouis-mo.gov/government/departments/license/.