

CITY OF SAINT LOUIS
GRADUATED MANUFACTURER LICENSE APPLICATION
FOR LICENSE YEAR BEGINNING ON JUNE 1, _____

DISTRICT
SUB DISTRICT

APPLICANT SHOULD COMPLETE
AND RETURN WITH CHECK TO:



MAVIS T. THOMPSON, ESQ.
License Collector

ITEMS 1 THROUGH 12 MUST BE COMPLETED

- 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

2000
MANUFACTURING
- 12. NO. OF EMPLOYEES

Businesses that do not file and pay before June 1 will be subject to CLOSURE for operating without a License.

THIS SPACE PROVIDED TO CORRECT ABOVE LINE ITEMS

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	_____

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)

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

SEE INSTRUCTIONS ON BACK

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. 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.

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: \$ _____



License Number:

MAKE CHECKS PAYABLE TO:

MAVIS T. THOMPSON, ESQ.
License Collector
P.O. Box 78158
Saint Louis, MO 63178-8158

SEE INSTRUCTIONS ON BACK
PAYMENT REQUIRED WITH APPLICATION



LIC. APPROVED _____

GRADUATED BUSINESS LICENSE APPLICATION INSTRUCTIONS

St. Louis City Ordinance 60643 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 calculated and based on the licensee’s number of St. Louis employees. Please read the definition printed on the application carefully.

The Graduated Business License Application must be filed and the business license tax paid before June 1 to avoid any penalties provided by law.

THE LICENSE COLLECTOR CANNOT ISSUE ANY BUSINESS LICENSE OR LICENSE RENEWAL UNTIL ALL CURRENT AND PAST TAXES, INCLUDING PERSONAL PROPERTY TAXES, EARNINGS TAXES, PAYROLL TAXES, LICENSE TAXES AND PERMIT AND CERTIFICATE FEES DUE THE CITY ARE PAID.

If you are required to have a Missouri sales tax license, your account must be current in order to receive a business license. Please verify the Sales Tax License number printed on line 8. You may obtain a Missouri Retail Sales Tax License from the Missouri Department of Revenue located at 3256 Laclede Station Rd., Saint Louis, Missouri 63143.

LATE FILING AND LATE PAYMENT PENALTIES

To avoid penalties the Graduated Business License application and payment must be received by the License Collector’s Office **before June 1** of the license year.

There are two types of penalties imposed: one for **late filing** and one for **late payment** on delinquent payments. 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%

NO BUSINESS LICENSE WILL BE ISSUED UNTIL ALL LATE FILING AND PAYMENT PENALTIES ARE PAID.

CLOSURE PROCEDURES

It is the policy of the License Collector to begin CLOSURE procedures on June 15th of any business operating without a valid business license.

QUESTIONS CONCERNING THIS APPLICATION: Please contact the License Collector’s Office
9:00 A.M. – 5:00 P.M. Monday – Friday at 314-622-4528.