



20__ - 20__

NEW
RENEWAL

8425 Airport Road Berkeley, Missouri 63134-2098 314-524-3313

MERCHANTS LICENSE APPLICATION

Corporation Name _____

D/B/A _____

Type of Business _____

Firm Address (Berkeley) _____ Telephone _____

Corporation Address _____

Proprietorship _____ Partnership _____ Corporation _____

NAME, TITLE, HOME ADDRESS AND PHONE OF RESPONSIBLE PARTY (Attach a list of officials and addresses)

Number of Employees at time of Application or Renewal (Required Information) _____

MISSOURI SALES TAX NO. _____ DATE STARTED BUSINESS _____

DATE MOVED TO BERKELEY, IF DIFFERENT _____

LICENSE FEE

Every person defined to be a merchant shall pay an annual license fee as set forth in Section 605 of the Berkeley City Code as follows:

- 1) One Hundred Dollars (\$100.00) minimum up to the first one hundred thousand dollars (\$100,000.00) of sales.
- 2) Seventy five cents (75c) per thousand dollars (\$1,000.00) of sales in excess of one hundred thousand dollars (\$100,000) of sales.

	<u>License fee</u> \$ <u>100.00 Minimum</u>
Gross Sales	\$ _____
Less	\$ <u>100,000.00</u>
Balance	\$ _____
X 75c per \$1,000.00 on balance	\$ _____
Total License Fee	\$ _____

The application forms shall be completed, executed under oath, notarized and filed on or before January 31st of each year. Willfull disregard of the filing requirements or negligent disregard thereof, shall be charged a penalty of ten percent (10%) on the total taxes and fees due for the first month of delinquency and one percent (1%) for each succeeding month. Whosoever shall willfully file with the Director of Finance under the provision herein, a false application for license shall forfeit his/her license and be guilty of a misdemeanor.

It shall be the duty of each person required herein to have a license to maintain accounting records adequate to permit verification of the accuracy of his/her application for license. These records shall be available to and subject to audit by the Director of Finance, his agents and deputies at the place where regularly maintained provided reasonable notice is given in writing of his/her desire to audit the records. Such records shall be maintained for at least three (3) years following the date of the particular application.

(signed) _____ (title)
Subscribed and sworn to before me at _____
on the _____ day of _____ 20__.

NOTARY PUBLIC
My commission expires _____

License No. _____ Date Issued _____ Check _____ Cash _____ Credit Card _____

License Period: Beginning _____ Ending _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON BOTH THE
OWNER AND MANAGER

OWNER

NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____

PLACE OF BIRTH: _____

SSN#: _____

MO TAX I.D. #: _____

MANAGER

NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____

PLACE OF BIRTH: _____

SSN #: _____

MO TAX I.D. #: _____

NOTE: THE CITY OF BERKELEY IS TO BE NOTIFIED OF ANY CHANGE IN
OWNER OR MANAGER OF YOUR ESTABLISHMENT.

REVISED : 12/14.