



NEW _____
RENEWAL _____

8425 Airport Rd ~ Finance Department ~ Berkeley, Missouri 63134-2098~ (314) 524-3313

MERCHANT'S LICENSE APPLICATION

Corporation Name _____

D/B/A _____

Type of Business _____

Firm Address (Berkeley) _____ Telephone (314) _____

Corporation Address _____ City/State/Zip _____

Proprietorship _____ Partnership _____ Corporation _____

(Attach a list of officials and addresses)

NAME, TITLE, HOME ADDRESS AND TELEPHONE OF RESPONSIBLE PARTY

MISSOURI SALES TAX NO. _____ DATE STARTED BUSINESS _____

NUMBER OF EMPLOYEES FOR LOCATION WITHIN THE CITY OF BERKELEY (REQUIRED) _____

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 605.010** of the Berkeley City Code as follows:

- 1) One-Hundred Dollars (\$100.00) minimum up to the first one hundred thousand dollars (\$100,000) 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.

License fee
\$100.00 Minimum

Gross Sales \$ _____

Less \$ **100,000.00**

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. Willful 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 _____

License Period: Beginning _____ Ending _____