

# CITY OF RICHMOND HEIGHTS **NEW** MERCHANT LICENSE APPLICATION

For the Year \_\_\_\_\_ to December 31, 20\_\_

MERCHANT'S DBA

NAME: \_\_\_\_\_  
COMPANY  
NAME: \_\_\_\_\_  
MAILING  
ADDRESS: \_\_\_\_\_  
  
\_\_\_\_\_

Merchant Lic #: _____
Date: ____/____/____      EE: _____
Amount Paid: \$ _____      Sales Tax # _____
Payment Type: _____

MERCHANT ADDRESS in City of Richmond Heights (if different from above):

NAME of the MANAGER in charge of said location: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_  
NUMBER OF EMPLOYEES: \_\_\_\_\_      EMAIL ADDRESS: \_\_\_\_\_

IS BUSINESS INCORPORATED WITH MISSOURI SECRETARY OF STATE? \_\_\_\_\_ IF SO UNDER WHAT NAME?

REGISTERED      MISSOURI SALES TAX/  
AGENT'S NAME: \_\_\_\_\_      USE TAX NUMBER: \_\_\_\_\_  
SITE CODE NUMBER: \_\_\_\_\_

The undersigned hereby certifies that \_\_\_\_\_, the applicant for this business license, (is) \_\_\_\_\_ (is not) \_\_\_\_\_  
(check correct statement) required under the terms of the Missouri Worker's compensation Act to maintain worker's compensation  
insurance for its employees.

TYPE OF BUSINESS: \_\_\_\_\_  
DATE OF APPLICATION: \_\_\_\_\_      ORIGINAL DATE MERCHANT BEGAN OPERATING  
IN THIS LOCATION: \_\_\_\_\_

## DECLARATION OF GROSS RECEIPTS

(To be completed by the applicant)

It is hereby estimated that gross receipts for the period \_\_\_\_\_ through Dec 31, 20\_\_ will be \$ \_\_\_\_\_

The estimated license fee for the year ending Dec. 31, 20\_\_ \$ \_\_\_\_\_

The license fee is computed by multiplying a \$1.75 per each \$1,000 of the estimated gross sales figure with a **minimum** license fee of **\$30.00**. (When applying for renewal of this license in February of next year, the applicant will be required to submit a declaration of the actual gross sales figure for the current year. The actual gross sales figure will be used to determine whether the applicant underpaid or overpaid the current license fee. Either the applicant will be required to pay the license fee amount underpaid or a refund of any license fee overpayment will be made to the applicant.)

**FAILURE TO PAY FEES ON OR BEFORE FEBRUARY 28<sup>TH</sup>** shall be deemed delinquent and shall result in a penalty of 10% for the first month overdue and 1% for each month overdue.

**EMPLOYMENT OF UNAUTHORIZED ALIENS** is prohibited under Missouri Revised Statute section 285.530. By signing this form, you are certifying that you do not employ any such individual(s).

ALL OF THE FOREGOING STATEMENTS MADE AS AN INDUCEMENT TO THE ISSUANCE OF THE LICENSE  
APPLICABLE ARE TRUE AND CORRECT.

\_\_\_\_\_  
Principal Officer's Name and Title

\_\_\_\_\_  
Principal Officer's Signature

PLEASE NOTE: ANY INFORMATION PROVIDED ON THIS FORM IS CONSIDERED PUBLIC INFORMATION, AND MAY BE DISCLOSED, PER MISSOURI SUNSHINE LAW, UPON REQUEST.

**CITY OF RICHMOND HEIGHTS**  
**MERCHANT LICENSE APPLICATION PROCEDURE**

1. Complete application form (all questions must be answered, enter N/A where necessary). Calculate the estimated gross sales figure for the remainder of this calendar year. Compute the license fee by multiplying a \$1.75 per each \$1,000 of the estimated gross sales figure. There is a minimum fee of \$30.00.
2. Contact the Missouri Department of Revenue (DOR) to obtain a sales tax number. If the applicant currently has a Missouri Sales Tax Number, contact the DOR to add a location code for the Richmond Heights business location. **NO MERCHANT LICENSE CAN BE ISSUED UNTIL THE CITY OF RICHMOND HEIGHTS STAFF HAS A COPY OF THE APPLICANT'S APPROPRIATE SALES TAX LICENSE SHOWING A RICHMOND HEIGHTS LOCATION.**

Missouri Department of Revenue

Jefferson City Office

(573) 751-5860

3. The application, sales tax letter and check or money order for appropriate license fee amount may be submitted to City of Richmond Heights Finance Department either in person at the City Hall receptionist counter or by mail: 1330 South Big Bend Boulevard, Richmond Heights, MO 63117.
4. When the application is approved, a license will be issued and mailed to the Richmond Heights business address so the license may be properly displayed. If you have any questions concerning the license application procedure, contact (314) 645-0404.

**ORDINANCES PERTAINING TO MERCHANTS AND BUSINESS OCCUPATION LICENSES**

Sec. 8-1. Definitions

*Gross receipts* means, unless otherwise provided, the aggregate amount of all sales, transactions, fees, commissions, rental and leasing fees, and include the receipt of cash, credits and property of any kind or nature without any deductions therefrom on account of the cost of any items sold, the cost of any materials used, or of any labor, service costs, interest paid or payable, or any losses or any other expenses whatsoever, provided however, that the following shall be excluded from any computations of gross receipts if the books of accounts segregate the amount so as to reflect such exclusions:

- (A) Receipt of taxes levied by State and Federal governments collected by the seller.
- (B) Receipts from sales, goods, wares, merchandise or other personal property for delivery outside the State to non-residents of the State.
- (C) Receipts of traded merchandise recorded as cash receipts and resold and recorded as a sale upon such resale.
- (D) Interdepartmental sales within the organization of the seller.
- (E) Such part of the sales price of goods, wares, merchandise or personal property returned by the purchaser as is refunded either in cash or by credit.
- (F) Receipts of refundable deposits, except that portion of refundable deposits forfeited and taken in the gross receipts of the seller.
- (G) Receipts for sales of beer and intoxicating liquors and non-intoxicating beer, provided the sales are subject to a license fee of the City and the fee has been paid, pursuant to the provisions of the ordinances of the City.

Sec. 8-41. PENALTIES

- (A) Delay in payment: All license fees provided for in this Chapter or elsewhere in this Code or ordinance, shall be deemed delinquent if not paid on the date due and payable and any merchant, business or occupation so delinquent shall be required to pay the City an additional ten percent (10%) of the amount due for the first month of said delinquency and one percent (1%) for each month or part thereof that said delinquency shall thereafter continue, in addition to any other penalty described herein.