

**CITY OF RICHMOND HEIGHTS TEMPORARY/SEASONAL
MERCHANT LICENSE APPLICATION**

For the time period of _____ to _____

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
AGENT'S NAME: _____

MISSOURI SALES TAX/
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: _____

FEE STRUCTURE

<u>Length of Time in Business</u>	<u>Fee</u>
1 day to 7 days	\$65.00
8 days to 14 days	\$70.00
15 days to 21 days	\$75.00
22 days to 30 days	\$80.00
31 days to 90 days	greater of \$200 or gross receipts

It is hereby estimated that gross receipts for the period _____ through _____ will be \$ _____

The license fee for the seasonal store is \$ _____

The license fee is computed by multiplying a \$1.75 per each \$1,000 of the estimated gross sales figure.

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
TEMPORARY/SEASONAL MERCHANT LICENSE APPLICATION PROCEDURE

1. **Complete application form (all questions must be answered, enter N/A where necessary). Determine the length of time the business will be in operation. Use the fee structure to determine the license fee to be paid. If the business will be in operation thirty-one (31) to ninety (90) days, the license fee to be paid is the greater of estimated gross receipts or two-hundred dollars (\$200.00). To calculate fee based upon gross receipts, estimate gross sales during which time the business is operational, divide by one thousand (1,000) and multiply by \$1.75. Pay this fee or two hundred dollars (\$200) whichever is greater.**
2. Contact the Missouri Department of Revenue (DOR) to obtain a sales tax number showing a **Richmond Heights** location. 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.** A proof of workman's compensation insurance statement should also be attached for any merchant with five (5) or more employees.

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 either in person at the City Hall Finance Department 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 Tam Skonseng at (314) 655-3543.

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.