



CITY OF OLIVETTE 2017
APPLICATION FOR
MERCHANTS &
MANUFACTURERS
LICENSE RENEWAL

City of Olivette Public Services
Department of Planning and Community
Development
1200 North Price Road
Olivette, MO 63132
(314) 993-0252 (Office)
www.olivettemo.com

Name of Olivette Business _____

Olivette Address _____

Number of Full-time Employees: _____ Number of Part-time Employees: _____

Each owner/operator count as
one employee. Seasonal
employees count as part-time.

Description of Industry

Check the types that apply

Wholesaler

Retailer

Manufacturer

Description of Product

List type of products and business operations

Corporate Address

If the business entity noted above is registered differently with the State of Missouri

Address _____

City _____ State _____ Zip Code _____

Local Olivette Contact

Operators or Owner at the Olivette location

Printed Name _____

Title _____

Phone _____

Email _____

License Fee Due

Use the calculation worksheet on the rear side of this form to determine the license fee due and insert on the line below.

Authorized Person

To be filled out by officer, partner, owner, or authorized person

Printed Name _____

Title _____

Phone _____

Email _____

The checked box hereby certifies that this statement is a just and true account of all sales made.

Licenses are due by January 31st. Fees are to be paid by February 15th.

UNDER MISSOURI STATE LAW, ANY EMPLOYER WITH FIVE OR MORE EMPLOYEES OR A CONSTRUCTION BUSINESS WITH ONE OR MORE EMPLOYEES IS REQUIRED TO HAVE WORKERS COMPENSATION COVERAGE.



**CITY OF OLIVETTE
CALCULATION WORKSHEET 2017
MERCHANTS & MANUFACTURERS**

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Business Name: _____

Fee Calculation Instructions

Print or type data into the corresponding reporting month. Only reporting periods for columns A, B, and C may be adjusted. 2016 Totals and Column D may not be modified.

Column (A) - Enter the total gross receipts (per month in 2016) from the Missouri Sales Tax Return.

Column (B) - Enter receipt of sales and use taxes levied by the State of Missouri and Federal Government.

Column (C) - MERCHANTS ONLY - Enter receipts of sales made for deliveries outside the State of Missouri.

Sales that are subject to other State sales taxes and not subject to Missouri taxes.

Column (D) - Receipts subject to license fee (Column A minus Columns B & C).

REPORTING MONTH 2016	GROSS RECEIPTS (A)	MISSOURI & FEDERAL SALES & USE TAXES (B)	TAXABLE SALES OUTSIDE MISSOURI (MERCHANTS ONLY) (C)	RECEIPTS SUBJECT TO LICENSE FEE (D)
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
2016 TOTAL:				

FEE CALCULATION (Based on 2016 Receipts Totals):

A) Gross Receipts	\$	_____
B) Missouri & Federal Sales & Use Taxes	Minus \$	_____
C) MERCHANTS ONLY-Taxable Sales Made Outside Missouri	Minus \$	_____
D) Receipts Subject to License Fee	\$	_____
E) License Fee Due:	Multiply Line (D) by 0.001	\$ _____
1/10 of 1% (0.001) of Line (D)		

Minimum amount due is \$50.00. If line (E) is less than \$50.00, the fee due is \$50.00.

Please return application to address above. Electronic PDFs may be emailed to Carlos Trejo at ctrejo@olivettemo.com. Make all checks payable to City of Olivette. Credits cards may be accepted over the phone, limited to Visa, MasterCard, or Discover. Credit card payments are subject to a 2.65% convenience fee (with a minimum fee of \$3.00).

Credit Card Type:	Mastercard	Visa	Discover
Name on Card:	_____		
Card Number:	_____		
Billing Address:	_____		
	Expiration Date:		
	Security Code:		

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