



City of Olivette
Department of Planning and Community Development
1140 Dielman Road
Olivette, MO 63132
(314) 993-0252
www.olivettemo.com

MANUFACTURERS LICENSE

2020 APPLICATION

To fill out electronically, save form to computer. Open from computer and then complete form. Form cannot be submitted on web browser.

Olivette Business Name

Olivette Address

Business Description

Number of Employees Count full, part, and seasonal employees. Each owner/operator counts as one employee.

License Fee Due \$

Use the Fee Calculation Worksheet on the rear side of this form to determine the license fee due and insert on the line above.

Local Olivette Contact

Operator or Owner at the Olivette location

Printed Name Phone

Title Email

Authorized Person

To be filled out by officer, partner, owner or authorized person if different than above.

Printed Name Phone

Title Email

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

Signature

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.

Licenses are due by January 31, 2020. Fees are to be paid by February 15, 2020.

Payments by check should be made payable to the City of Olivette. Call the office at (314) 993-0252 to conduct a credit card transaction, limited to Visa, MasterCard, or Discover, subject to a 3.0% service charge (with a minimum fee of \$3.00).



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FEE CALCULATION WORKSHEET

Olivette Business Name _____

- Column (A) -** Enter the total gross receipts (per month in 2019) 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) -** Sales that are subject to other State sales taxes and not subject to Missouri taxes. Receipts subject to license fee (Column A minus Columns B).

REPORTING MONTH 2019	GROSS RECEIPTS (A)	SALES AND USE TAXES (B)		RECEIPTS SUBJECT TO LICENSE FEE
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
2019 TOTAL				

FEE CALCULATION (BASED ON 2019 RECEIPT TOTALS)

Column (A) - Gross Receipts \$ _____
Column (B) - Missouri and Federal Sales and Use Taxes MINUS \$ _____

Column (C) - Receipts Subject to License Fee \$ _____
Column (D) - LICENSE FEE DUE MULTIPLY COLUMN (C) BY 0.001 \$ _____

1/10 OF 1% (0.001) OF COLUMN (C)
If Column (D) is less than \$50.00, the minimum fee due is \$50.00

Please return application to address above. Make all checks payable to the City of Olivette. Credit cards may be accepted over the phone, limited to Visa, MasterCard, or Discover, subject to a 3% convenience fee (\$3.00 minimum).