

# CITY OF LADUE

## SERVICE BUSINESS LICENSE TAX DUE STATEMENT

For a Service Business the annual license fee is based on the square footage of the business location with a minimum fee of \$50.00. Fee payment and a completed, signed Tax Due Statement are due by **March 1<sup>st</sup>** each year. Any renewal received after March 1<sup>st</sup> will be assessed a penalty of an additional 1% per month per Ladue City Code Section 50-17.

**Remit to:**  
 City of Ladue  
 9345 Clayton Rd  
 Ladue, MO 63124

**BUSINESS LOCATION INFORMATION**

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Business Description: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 MO Tax ID: \_\_\_\_\_ Number of Employees: \_\_\_\_\_  
 Property:  Owned  Rented (check one) If Rented, Property Owner Name & Phone: \_\_\_\_\_  
 \_\_\_\_\_

**MAILING/BILLING INFORMATION FOR RENEWAL NOTICES (If different from above)**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LICENSE TAX FEE – DECLARATION OF SQUARE FEET OCCUPIED (MINIMUM \$50 FEE)**

Current year square footage: \_\_\_\_\_

Calculate Current Year Tax Due:

$$\frac{\text{_____}}{\text{Sq. Ft. Occupied}} \times \frac{\text{\$0.10}}{\text{Fee Per Sq. Ft.}} = \frac{\text{\$_____}}{\text{Calculated License Tax Fee}}$$

Calculate Late Penalty (if applicable) – 1% per Month for All Payments Received after March 1<sup>st</sup>

$$\frac{\text{_____}}{\text{\# of Months}} \times \frac{\text{1\%}}{\text{Penalty Percentage}} = \frac{\text{\$_____}}{\text{Calculated License Fee from Above}} \times \frac{\text{_____}}{\text{Penalty Percentage}} = \frac{\text{\$_____}}{\text{Total Late Penalty Fee}}$$

**TOTAL AMOUNT DUE = \$ \_\_\_\_\_**

As an authorized representative of the above business, I do hereby declare that the information contained in this Tax Due Statement is correct per sections 50-16 thru 50-53 of the City of Ladue code.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

*If you have any questions or need to verify correct payment amount you may email us at [licensing@cityofladue-mo.gov](mailto:licensing@cityofladue-mo.gov) or call (314) 993-3439. This application is also available in alternative format (e.g., large print, braille) by request.*