

CITY OF LADUE
RETAIL BUSINESS LICENSE TAX DUE STATEMENT

Retail businesses must submit the following items by **March 1st** of each year:

- License Tax Due Statement, Signed and Complete
- Retail Business Tax Due Worksheet (see reverse side) – *Based on actual gross receipts reported to the Department of Revenue*
- Accurate License Tax Payment
- No Tax Due letter issued by the Missouri Department of Revenue.
- If Food Service Business: Proof of recent inspection with St. Louis County Department of Health

All of the above items must be received to constitute a complete renewal application. Renewals received after March 1st will be assessed a penalty of 10% of the total amount for the first month or part thereof and 1% per month additional or part thereof per Ladue City Code Section 50-17.

REMIT TO: City of Ladue 9345 Clayton Rd. Ladue, MO 63124 or email: licensing@cityofladue-mo.gov

BUSINESS INFORMATION

Business Name: _____
Address: _____
Phone: _____ Email: _____

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

Attention: _____
Mailing Address: _____
Phone: _____ Email: _____

ADDITIONAL

Business Description: _____
MO Tax ID: _____ Number of Employees: _____
Property: Owned Rented (check one) If Rented, Property Owner Name & Phone: _____

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

Signature: _____ Title: _____
Authorized Representative Name: _____

(SEE REVERSE SIDE)

**CITY OF LADUE
RETAIL BUSINESS TAX DUE WORKSHEET**

BUSINESS NAME: _____		FOR THE YEAR OF _____
Gross Receipts up to 2 million: Subtract \$12,500, divide by \$1,000 = Line 3 Amount of Gross Receipts <u>over</u> 2 million: Divide by \$2000 = Line 4		
ROW	TAX FEE CALCULATIONS	
1	GROSS RECEIPTS FOR PREVIOUS CALENDAR YEAR	
2	BASE FEE – (Minimum rate for first \$12,500 in revenue.)	\$100.00
3	GROSS RECEIPTS - \$12,500 to \$2,000,000 Divide by \$1.00 by \$1,000	
4	GROSS RECEIPTS – Over \$2,000,000 Divide by \$.50 per \$1,000	
5	TOTAL AMOUNT DUE Total of Row 2-4	

VISIT WWW.CITYOFLADUE-MO.GOV/BUSINESS TO USE THE RETAIL FEE CALCULATOR.

For any questions or to verify correct payment amount, email: licensing@cityofladue-mo.gov or call (314) 993-3439.

This application is also available in alternative format (e.g. large print, braille) by request.