

CITY OF LADUE
NEW RETAIL BUSINESS LICENSE TAX DUE STATEMENT

A merchant business in the City of Ladue is required to obtain and maintain a Business License. License renewal paperwork and license tax fee are due each year by March 1st. Information for license tax fee calculation and responsibility of City business owners can be found in Chapter 50 of the City of Ladue Municipal code.

https://library.municode.com/mo/ladue/codes/code_of_ordinances?nodetid=PTIGEOR_CH50LIBURE

All the following items must be received in order to obtain a Business License:

- License Tax Due Statement, Complete and Notarized
- License Tax Due Worksheet – *Based on actual gross receipts reported to the Department of Revenue.*
- Accurate License Tax Payment
- No Tax Due letter from the Department of Revenue
<https://dor.mo.gov/taxation/business/filing-payment/no-tax-due/>
- Food Service Business:* Proof of recent inspection with St. Louis County Department of Health

BUSINESS INFORMATION

Business Name: _____

Address: _____

Phone: _____ Other Phone: _____

Email: _____ Website: _____

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

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

ADDITIONAL

Business Description: _____

MO Sales Tax ID: _____ Number of Employees: _____

Property: Owned or Rented (circle one) If Rented, Property Owner Name & Phone: _____

REMIT TO: City of Ladue 9345 Clayton Road Ladue, MO 63124

**CITY OF LADUE
NEW 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 \$500 = Line 4		
<u>ROW</u>	<u>TAX FEE CALCULATIONS</u>	<u>ESTIMATED CURRENT YEAR</u>
1	ANNUAL GROSS RECEIPTS	
2	BASE FEE – (Minimum rate for first \$12,500 in revenue.)	\$50.00
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	

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.

Authorized Representative Name: _____

Signature: _____ Title: _____

NOTARY

State of Missouri

County of _____

Subscribed and sworn to before me this _____ day of _____ in the year _____.

Notary Public

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