



APPLICATION FOR BUSINESS LICENSE

IMPORTANT INFORMATION:

- No person, firm or corporation shall commence business without first applying at the City Clerk's Office and obtaining a license to conduct such business.
- If you have more than one place of business in Crestwood, each separate location is required to have a separate license.
- All applications mailed to the City Clerk's Office must be signed, notarized and have the remittance included.
- In accordance with Missouri Law, Chapter 287 RSMo, all construction contractors must attach a Certificate of Insurance for workers' compensation insurance or a signed Affidavit (form can be obtained from Workers' Compensation Division) attesting that the contractor is exempt from carrying workers' compensation insurance. This must be provided before a license is issued.
- All licenses are due and payable before June 1st of each year; if not paid by July 1st, a penalty fee of 5% during the first month of delinquency and 1% per month thereafter until the penalty amounts to 25% should be added to the tax due.
- The Municipal Code authorizes the City to audit books and records of businesses subject to license and requires that such books and records be kept in the City of Crestwood.
- All applications must include a statement from the business' finance officer or accountant certifying the amount of sales or gross receipts, or a copy of the statement page of the business' most recent tax filing showing the amount of sales or gross receipts. Please note that under State and City law, a business' gross receipts or sales information is a "closed" record; it is not public record and the City is prohibited from releasing such information to the public.
- Any person, merchant, manufacturer or service occupation which shall neglect or refuse to deliver the statement herein required and pay the license levied by the ordinances of the City of Crestwood shall be deemed guilty of a misdemeanor and upon conviction, shall be fined as provided for in the Municipal Code of the City of Crestwood.

If you have questions about this form or Crestwood's business license process, please contact:
 Joan Eichholz, Administrative Clerk
 City of Crestwood, City Clerk's Office
 (314) 729-4772

REGISTRATION FOR PROPERTY OWNERS, LESSEES AND RENTERS:

1) Do you lease or rent your property? No _____ Yes _____ (If yes, please fill in the property owner's information.)

Property owner's name _____

Property owner's address _____

Property owner's city, state & zip code _____

Property owner's phone number _____

2) Number of employees of this business: Full-time employees _____ Part-time employees _____

3) Do you lease or rent any portion of the premises you occupy to others? No _____ Yes _____

If yes, please list the names of all tenants: _____

 Printed Name

 Signature

 Title or Position with Business

 Name of Business

 Date



APPLICATION FOR BUSINESS LICENSE

Lic. No. _____
Date _____
Amt. Pd. \$ _____

BUSINESS AND CONTACT INFORMATION:

Crestwood Business Name _____
Crestwood Business Address (incl. zip) _____
Crestwood Business Phone Number () _____ Internet Address: _____
Local Manager or Contact Person _____ Contact's Phone () _____
Name of Business Owner/Corporation _____
Home Office Address (incl. zip) _____
Home Office Phone Number () _____ Internet Address: _____
Business Ownership (Check One): (1)Individual ____ (2)Partnership ____ (3)Corporation ____ (4)LP ____ (5)LLC ____
Number of employees: _____ MO Sales Tax #: _____ Taxpayer ID or SSN: _____
Describe type of business: _____
Classification (Check One): Merchant _____ Manufacturer _____ Service Occupation _____ * Exempt _____
* Only Doctors and Attorneys are exempt.

CALCULATION OF BUSINESS LICENSE TAX:

Section 1 Is this a new business/office in Crestwood? ____ Yes ____ No
(a.) If yes, what is the expected opening date? _____
(b.) If no, what was the date of the last completed fiscal year as used for income tax reporting? _____

Section 2 Activities or gross receipts as Merchant, Manufacturer or Service Occupation:
(a.) The aggregate amount of all sales or gross receipts made during the year ended on date in Section 1.
If this business has not been open for a full year, please estimate the amount of all sales or gross receipts for a twelve month period. 1. (a.) _____

Include a statement from the business' finance officer or accountant certifying the amount of sales or gross receipts, or a copy of the statement page of the business' most recent tax filing showing the amount of sales or gross receipts.

(b.) Multiply the amount on Line 2a by 0.00125. 2. (b.) _____

Section 3 Minimum Tax:

(a.) Square feet of space occupied by this business: _____ sq. ft. x \$0.10 = 3. (a.) _____
(b.) Write the amount from Line 3a or \$10.00, whichever is greater. (b.) _____

Section 4 Tax Due:

(a.) Write the amount from Line 2b or from Line 3b, whichever is greater. 4. (a.) _____

Section 5 Adjustments: (Applies only to those who paid the previous year's license tax based on an estimated figure.)

If your Crestwood business opened within the last year and your gross receipts were estimated, you may qualify for an adjustment on this year's application. (Please call Joan Eichholz at 314-729-4772, if you believe this applies to you.)

(a.) Write the amount from Line 4a. \$ _____ (5a)
(b.) Estimated amount on previous application: \$ _____ x .00125 = \$ _____ (5b)
(c.) Actual gross receipts for this period from tax return: \$ _____ x .00125 = \$ _____ (5c)
(d.) If 5b is larger than 5c, subtract amount on 5b from 5c & enter CREDIT \$ _____ (5d)
(e.) If 5c is larger than 5b, subtract amount on 5b from 5c & enter ADDITIONAL TAX \$ _____ (5e)
(f.) If applicable, subtract the CREDIT on Line 5d from the Tax Due on Line 5a. \$ _____ TOTAL DUE
(g.) If applicable, add the ADDITIONAL TAX on Line 5e to the Tax Due on Line 5a. \$ _____ TOTAL DUE

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)
_____, being duly sworn on his/her oath, states that he/she is the _____
(Print Name) (Owner, Partner, Title)
of the above named business and that he/she is familiar with the business and states that the facts set out above are true and correct according to the best of his/her knowledge, information and belief.
_____, (Signature)
Subscribed and sworn to before me this ____ day of _____, 20____ Notary Public