



CITY OF VALLEY PARK MERCHANT LICENSE APPLICATION

Renewal for the Year Feb. 1, 2024 to Jan. 31, 2025

kberry@valleyparkmo.org



MERCHANTS D/B/A

FOR OFFICE USE ONLY

NAME: _____

Merchant License: _____

ADDRESS: _____

Sales Tax: _____

COMPANY NAME: _____

Date Paid: _____

COMPANY ADDRESS: _____

Check Number: _____

EMAIL: _____

Amount Paid: \$ _____

MERCHANT ADDRESS in City of Valley Park (if different from above)

NAME AND ADDRESS (residence) of person in charge of said location:

NAME: _____

HOME PHONE: _____

ADDRESS with Zip Code: _____

BUSINESS PHONE: _____

MISSOURI SALES TAX/USE TAX NUMBER:

REGISTERED AGENT: _____

ORIGINAL DATE MERCHANT BEGAN OPERATING IN

DATE OF APPLICATION: _____

THIS LOCATION: _____

DECLARATION OF BUSINESS

(To be completed by the applicant)

It is hereby declared that final gross receipts for 2023 and estimated gross receipts for 2024 are:

	2023 Final			2024 Declaration		
	Amount	Rate	License Fee	Amount	Rate	License Fee
Gross receipts \$12,500 or less	_____	_____	<u>40.00</u>	_____	_____	<u>40.00</u>
Gross receipts \$12,500 to \$500,000	_____	<u>.003</u>	_____	_____	<u>.003</u>	_____
Gross receipts over \$500,000	_____	<u>.0008</u>	_____	_____	<u>.0008</u>	_____
Total Fee:			_____			_____
Amount paid on declaration:			_____			_____
Total Due:			_____			_____

If Gross Receipts and Sq. Ft. is lower than \$250.00 the Flat Fee will be \$250.00 minimum.

CITY OF VALLEY PARK
MERCHANT AND MANUFACTURERS LICENSE RENEWAL APPLICATION PROCEDURE

1. Complete application form (all questions must be answered; enter *N/A* where necessary). Calculate the estimated gross sales figure for the calendar year. Compute the license fee as follows: A \$40.00 base fee, plus 0.3% of \$1,000.00 of gross receipts in excess of \$12,500.00 up to \$500,000.00, plus 0.08% of \$1,000.00 of gross receipts in excess of \$500,000.00. The formula for computing your final 2023 Merchants and Manufacturers License Fee is the same.
2. Make certain that your Missouri Sales Tax Number is included on the application form.
3. The applications and check or money order for appropriate license fee amount may be submitted to City of Valley Park City Clerk either in person at the City Hall receptionist counter or by mail:
55 Crescent Avenue
Valley Park, Missouri 63088
4. When the application is approved, a license will be issued and mailed to the Valley Park business address so the license may be properly displayed. If you have any questions concerning the license application procedure, contact Kim at (636)861-1851 or kberry@valleyparkmo.org

ORDINANCES PERTAINING TO MERCHANTS AND MANUFACTURERS LICENSES

Sec. 605.140. Definitions. As used in the division:

Manufacturer shall include every person who shall manufacture, hold or purchase personal property for the purpose of adding to the value thereof by any process of manufacturing or refining, or by the combination of different materials, or shall purchase and sell manufactured articles such as he/she manufactures or uses in manufacture, except as provided in this division.

Merchant shall include every person who shall deal in the selling of goods, wares and merchandise at any store, stand or place within the City of Valley Park, and shall include those who engage in the furnishing for profit of any services in connection with the sale of goods, wares and merchandise at any store, stand, or place within said city, except as otherwise provided in this division. Every person doing business in the city who shall, as a practice in the conduct of such business, make or cause to be made any wholesale or retail sales of goods, wares and merchandise to any person shall be deemed to be a merchant whether said sales are accommodation sales, whether they are made from a stock of goods on hand or by ordering goods from another source and whether the subject of said sales is similar or different types of goods than the type, if any, regularly sold by said seller.

Sec. 605.160. Prohibited Acts.

In addition to other penalties, any person who shall make or file with the City Clerk, under the provisions of this Article, a false statement under oath, shall, on conviction hereof, forfeit his/her license, and the City Clerk shall carefully examine all statements filed with him/her and shall prosecute all violations of this Article according to law; provided that, before instituting any such prosecution he/she shall give such person an opportunity of explaining the statement and correcting it and paying the additional tax due, if inadvertently made. The City may also enforce collection of any and all amounts due under this Article by suit in any court having jurisdiction of the amount thereof, together with interest and penalty at the rate of one percent per month additional (but not to exceed a total of ten (10) percent per month additional (but not to exceed a total of three month penalty), together with reasonable attorney's fees to the city attorney (not exceeding any maximum fixed by law) for prosecuting such suit.

Sec. 605.210. Inspection of Licensee's Books.

It shall be the duty of each person subject to this division to keep a proper book and enter in ink an account of gross receipts and of all sales made by him and of all things manufactured, processed or refined, but not sold, together with an inventory of all goods, wares, merchandise, raw material, finished products, tools, machinery and appliances used in such business, which record shall always be open to the inspection of the City Attorney, the City Clerk, any auditor duly appointed by the City Clerk or officials of the City for such purpose, to verify the returns made by him/her. The statements or returns made to the City Clerk under the requirements of this division shall not be made public (except upon court subpoena), nor shall they be subject to the inspection of any person except those hereinabove named, the Mayor and members of the Board of Aldermen.

Sec. 605.230. Payments of Other Obligations to City Required.

No license shall be issued nor renewed to any merchant, manufacturer or service occupation until all financial obligations, including but not limited to, personal property taxes, other license fees, permit fees, inspection fees, city trash fees or city water user fees required to have been paid by such merchant, manufacturer or service occupation to the city have been paid.