**YEAR: 202\_\_\_\_\_\_\_\_\_\_**

**NEW: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RENEWAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8425 Airport Road – Finance Department – Berkeley, MO 63134-2098 – (314) 524-3313**

**MANUFACTURER’S LICENSE FEE & AD VALOREM TAX**

**Corporation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**D/B/A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Title/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Firm Address (Berkeley): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proprietorship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partnership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Corporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Attach a list of officials and addresses)**

**NAME, TITLE, MAILING & EMAIL ADDRESS OF RESPONSIBLE PARTY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MISSOURI SALES TAX NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE STARTED BUSINESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE MOVED TO BERKELEY (IF DIFFERENT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NUMBER OF EMPLOYEES AT LOCATION(S) WITHIN THE CITY OF BERKELEY (REQUIRED): \_\_\_\_\_\_\_\_\_\_\_\_**

**LICENSE FEE**

Every business defined to be a manufacturer shall pay an annual license fee as set forth in **Section 605.010 and 605.070** of the Berkeley City Code as follows:

1. One-Hundred Dollars ($100.00) minimum up to the first one hundred thousand ($100,000) of sales.
2. Seventy-five cents (75¢) per thousand dollars ($1,000.00) of sales in excess of one hundred thousand dollars ($100,000) of sales.

**LICENSE FEE CALCULATION**

**Gross Sales $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Less $ 100,000.00**

**Balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**X 75¢ per $1,000.00 on balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First $100,000 of Sales $ 100.00**

**Total License Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AD VALOREM** (Does not apply if gross sales are less than $100,000)

In addition to the license fee required, each manufacturer shall pay to the City of Berkeley an ad valorem tax of .0075 mills (3/4 of 1%) against the value of the machinery and equipment as set forth in City of Berkeley Ordinance 3105.

The value of the machinery and equipment shall be in the net book value reflected on the ultimate books of account of the manufacturer as of Dec. 31st of the last calendar year. The definition of value applies to items of machinery and equipment accounted for individually and also to classes of items accounted for as a group. Non-productive machinery and equipment physically present in the City on Dec. 31st but under construction or scheduled for retirement, but not in use, shall be valued at ten (10) percent of the net book value.

**Value of Machinery & Equipment $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tax Rate $ 00.75**

**Ad Valorem Tax $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The application forms shall be completed, executed under oath, notarized and filed on or before January 31st of each year. Willful disregard of the filing requirements or negligent disregard thereof, shall be charged **a penalty of ten percent (10%) on the total taxes and fees due for the first month of delinquency or any fraction of a month.**

Whosoever shall willfully file with the Director of Finance under the provision herein, a false application for license shall forfeit his/her license and be guilty of a misdemeanor.

It shall be the duty of each person required herein to have a license to maintain accounting records adequate to permit verification of the accuracy of his/her application for license. These records shall be available to and subject to audit by the Director of Finance, his agents and deputies at the place where regularly maintained provided reasonable notice is given in writing of his/her desire to audit the records. Such records shall be maintained for at least three (3) years following the date of the particular application.

**Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tax $**

**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signed) (Title)*

Subscribed and sworn to before me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NOTARY PUBLIC***

My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check: \_\_\_\_\_\_\_\_\_\_\_ Cash: \_\_\_\_\_\_\_\_\_\_

License Period: Beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Revised 9/2021*