

Your License Collector at work for you

By Mavis T. Thompson, Esq. | License Collector, City of St. Louis

The License Collector's Office is authorized by Missouri State Statute to license businesses that operate in the City of St. Louis. It is a fee-revenue-generating office which collects business license fees and distributes approximately \$70 million annually to the city's general fund and other city and state agencies, such as Saint Louis Public Schools, public libraries, MSD, and a state fund for the blind.

Pursuant to statute, a percentage of these fees are retained to operate the office. The office doesn't receive any revenue or salaries from the City of St. Louis.

Since taking office, we have achieved major accomplishments, including but not limited to the following:

Drafted and implemented a Comprehensive Business Closure Policy. Because our #1 goal is to keep businesses in business, we enforce this policy only when we have exhausted all efforts to bring a business into compliance.

On track to eliminate multi-year delinquencies. To date, we have attained 100 percent compliance from such businesses that we have contacted, resulting in additional revenue.

Secured an additional source of revenue for the city: Negotiated MOU with Air BNB yielding approximately \$2.1 mil per year.

Introduced new methods of payment. Payment options now include telephone, credit, debit, online and PayIT.

Increased staff salaries. This was an attempt to match staff job duties and work performance. Also, raised the minimum salary to \$15/hour for entry-level positions.

Convened forums related to business topics. Topics include tax preparation, entrepreneurship for seniors and veterans, MBE/WBE/ DBE certification, and certification process for childcare providers, among others.

Ongoing collaboration. Secured collaborative relationships with other elected officials and city departments associated with the licensing process.

Initiated "City Business Open House" series. At these events, businesses can showcase and/or sell their products and services in the City Hall Rotunda.

Multicultural messaging. We publish informational literature in Braille, Spanish, Bosnian and Vietnamese to accommodate the evolving demographics of the city.

MO State audits. Auditors stated "Office Well Managed".

Thank you for the opportunity to serve

Mavis Thompson born in St. Louis, graduated from Lutheran High School North and was inducted into it's Hall of Fame. She earned both a Nursing and Law degree from the University of Missouri in Columbia. Mavis is a graduate of the JFK School of Government at Harvard. She has served as President of the National Bar Association, is a proud member of Delta Sigma Theta Sorority, Inc., Daughters of Isis, also a Sunday School teacher and Trustee at Mt. Herald Misionary Baptist Church. Mavis made history as the first African-American female to hold two citywide elected positions; Circuit Clerk and now License Collector.



Helpful Numbers and Websites

- To obtain a Federal EIN #: irs.gov
- To obtain a State sales tax #: (573) 751-3505
- To start a City earnings tax account: (314) 622-3291
- To obtain an occupancy permit: (314) 622-3313
- To obtain a home waiver: (314) 622-3666
- Fraud Hotline; To report businesses operating without a license: (314) 641-8400
- City Business Assistance Center: (314) 622-4120
- City of St. Louis Web Site: www.stlouis-mo.gov
- Citizens Service Bureau: www.stlouis-mo.gov/csb
- Missouri Revised Statutes: www.moga.mo.gov/statutes/statutes.htm
- St. Louis City Ordinances: www.spl.lib.mo.us/cco/ords/search.htm
- St. Louis City Revised Code: www.spl.lib.mo.us/cco/code

In general, when applying for a business license, certain requirements must be fulfilled. This includes obtaining an occupancy permit for any City location and clearance, a Missouri retail sales tax license, tax clearance from the City Collector of Revenue, and proof of compliance with Missouri's Workers' Compensation Insurance. Certain types of businesses may have additional requirements imposed by City ordinance.



Who Your Taxes Benefit?

Revenues collected by the Office of the License Collector are disbursed to agencies and non-profit organizations in the City. These agencies and organizations then filter those funds back into the St. Louis economy in order to benefit St. Louisans and the region, in a variety of ways.

None of this would be possible without the efforts of our residents, visitors and businesses working in conjunction with one another. It is critical that everyone do their part to help boost and sustain our economy.

This requires all businesses to remain in compliance, by paying their business taxes on time and consistently. This enables them to remain open for our City's residents, visitors, and other businesses as patrons.

Thank you for your compliance.

Office of the License Collector

August 2019



OFFICE OF THE LICENSE COLLECTOR CITY OF ST. LOUIS



Mavis T. Thompson, Esq.
License Collector

What We Do...

for the City of St. Louis
and the State of Missouri



1200 Market Street, Room 104
Phone: (314) 622-4528
Fax: (314) 622-3275

www.stlouis-mo.gov/license-collector

The License Collector's Office for the City of St. Louis is a County Office under the Statutes of the State of Missouri. St. Louis is the only city within the State that acts as its own County. The position of License Collector is held by a City-wide elected official.

Most businesses operating or located within the City must obtain a business license every fiscal year. The City offers numerous license types, each of which is associated with a fee. All revenues collected by the License Collector's Office are then distributed to the appropriate City agencies, including the general fund, which pays for the City's police and fire departments, public safety, streets, and other city services.

The License Collector's Office is divided into four main departments; Manufacturing, Finance, Field Service, and Municipal. The efforts of these four departments combine to produce over \$60,000,000 annually in revenue. Over 96% of taxes collected go directly to their recipients, while less than 4% goes toward operating the office annually. This office is committed to serving businesses operating in the City of St. Louis by ensuring compliance and fair practices to benefit the overall community. Our singular focus and independence enables the office to do the best job possible for the City, State, and their various agencies.

Tax collections are broken down into 3 main categories

(Municipal, Manufacturing, and Hotel/Motel Taxes)

Municipal Taxes

This category of tax is collected from all businesses including but not limited to sole proprietors, partnerships, and corporations in their various forms such as restaurants, parking garages, retail stores, amusement events, gas stations, grocery stores, cafés, caterers, fitness clubs, shoe stores, and others, that are not exempt by law.

Municipal taxes benefit, but are not limited to, the following:

- ❖ City General Fund
- ❖ Police Department
- ❖ Fire Department
- ❖ Public Safety Department
- ❖ Streets Department
- ❖ Parks Department
- ❖ Convention Center Fund
- ❖ Special Business Districts
- ❖ Cherokee
- ❖ Cherokee-Lemp
- ❖ East Loop

Manufacturing Taxes

This category of tax is an ad valorem tax based on the assessed value of manufacturing equipment, and is collected from manufacturing businesses. These businesses include but are not limited to, automotive, tool and die, fabric, mineral, clothing, food, computer and electronic, and others, that are not exempt by law.

Manufacturing taxes benefit, but are not limited to, the following:

- ❖ Community Children's Service Fund
- ❖ St. Louis Community College District
- ❖ Community Mental Health Fund
- ❖ Metro Sewer District
- ❖ Missouri Botanical Gardens
- ❖ MR/DD Resources
- ❖ State Blind Fund
- ❖ St. Louis Public Schools
- ❖ St. Louis Zoo/Museum District
- ❖ St. Louis Public Library
- ❖ City General Fund (same as municipal taxes)
- ❖ Senior Services Fund

Hotel / Motel Taxes

This category of tax is collected from hotel/motel businesses from their room sales, less any sales that are otherwise exempt from sales tax by law. This includes any structure or building that contains rooms that are offered to the public as sleeping accommodations for pay or compensation, including AirBNB and other online platforms.

Hotel/Motel taxes benefit, but are not limited to, the following:

- ❖ City General Fund (same as municipal taxes)
- ❖ Convention & Visitors Commission
- ❖ St. Louis Marketing Campaigns
- ❖ St. Louis Event Booking Opportunities
 - ❖ Sporting Events
 - ❖ Amusements & Concerts
 - ❖ Conventions
 - ❖ Religious Ceremonies
- ❖ Visitor Service Jobs and Assistance