

## **INSTRUCTIONS FOR COMPUTATION OF FEES FOR THE APPLICATION FOR OCCUPATIONAL LICENSE**

If you are a new business in Oakview please estimate your business' gross income in Oakview (total income before expenses and taxes) for the current licensing year (July 1 through June 30) and enter this amount under gross receipts.

If you are renewing your application use the actual amount of the gross (total income before expenses or taxes) income for your business for the previous year. This figure can be found on your federal and state income tax returns. You can figure this for a calendar year (January 1 through December 31) or for your fiscal year. You must be able to support the amount you enter. Ordinance #83-19 allows the Village of Oakview to inspect your books, documents, accounts, contracts, records, vouchers, inventories and receipts and any other records or reports as may be necessary to determine the correctness of the amount.

If your figure is a major portion of a thousand (such as \$102,500.00) the amount you use to figure when multiplying times 40 cents is round up (\$103,000.00). Multiply the number of thousands by .40. ( $103 \times .40 = \$41.20$ ). This is the amount you enter. If this application is for a new business and you are filing after January 1 and before June 30, multiply 20 cents times the \$1,000.00 gross estimated income and the flat fee is \$20.00.

If this is your second year in business, you may have an adjustment for over/under estimation last year.

If you failed to file this application before opening your business you have a 10% penalty for the first month and 2% for each month thereafter with a maximum penalty of 30%.

Total your fees and this is the amount due.

The owner of the business must sign the form stating that all the information is true. When you receive your copy of the Occupational License you must display it at your place of business in Oakview. If you have any further questions, please feel free to call me at 816-436-9150.