



**CITY OF ST. PETERSBURG
Business Tax Division**

TAXED BY EMPLOYEE WORKSHEET

Directions: Please use this form for the purpose of calculating the FY 2024 business tax due for the number of employees who worked or will work during the following period: **October 1, 2022, through September 30, 2023.**

(Please estimate the number of employees who will work the remainder of this fiscal year ending September 30,2023.)

SECTION I: FULL-TIME: COUNT THE NUMBER OF EMPLOYEES

- a) Number of all officers, principals, partners and owners, and other employees
- b) Number of all contract employees, leased based employees, or others paid or hired by Someone other than this business (If applicable)
- c) Number of employees who worked/will work at other locations you may have within the city Limits unless they are paid for under a separate business tax renewal application (If applicable).....

Add a, b, and c above to calculate the total number of full-time employees.....

SECTION II: PART-TIME: COUNT THE NUMBER OF HOURS

- d) Number of hours for all officers, principals, partners and owners, and other employees.....
- e) Number of hours for all contract employees, leased based employees, or others paid by or hired by someone other than this business (If applicable).....
- f) Number of hours for employees who worked/will work at other locations you may have within
- g) The city limits unless they are paid for under a separate business tax renewal application (If applicable).....

Add d, e, and f above to calculate the total number of part-time hours.....

Divide the total number of part-time hours by 2080 to determine the total number of Full time equivalent employees (please round down).....

SECTION III: ADD THE TOTAL NUMBER OF EMPLOYEES FROM SECTION I AND II ABOVE

Total number of full-time employees PLUS the total number of full-time *equivalent* employees

Subtract one (as one person is already included in the base fee) from this total..... -1

This is the total number of employees for the purpose of calculating your business tax.....

SECTION IV: CALCULATING TOTAL FEES DUE:

If you have 0 to 30 **total employees** from Section III, the Pay Base fee is \$65.00 ONLY.

If you have 31 or more 30 **total employees** from Section III, the Pay Base Fee is \$65.00 PLUS \$12.00 per employee.

Please see the example below

FOR EXAMPLE

Number of Employees	Total Amount Due
0 to 30	\$65.00
31	$\$65.00 + (\$12.00 \times 31) = \$65.00 + 372.00 = \437.00
32	$\$65.00 + (\$12.00 \times 32) = \$65.00 + 384.00 = \449.00
33	$\$65.00 + (\$12.00 \times 33) = \$65.00 + 396.00 = \461.00
34 and so on...	$\$65.00 + (\$12.00 \times \text{Total number of employees}) = \Total amount due