



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

**TAXED BY EMPLOYEE WORKSHEET**

**Directions:** Please use this form for the purpose of calculating the FY 2021 business tax due for the number of employees who worked or *will work* during the following period: **October 1, 2019 through September 30, 2020.** (Please estimate the number of employees who will work the remainder of this fiscal year ending September 30, 2020.)

**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 by 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 applications (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 the City limits unless they are paid for under a separate business tax renewal applications (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 SECTIONS 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 **total employees** from Section III, the Pay Base Fee is \$65.00 PLUS \$12.00 per employee.  
 Please see the example below

<b>FOR EXAMPLE</b>	
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 ...	$\$65.00 + (\$12.00 \times \text{Total number of employees}) = \$\text{Total amount due}$