



## Renewal Form Instructions: Summary (Section 1)

### Section 1: Summary

Complete only after completing all applicable sections on the following pages.

Section 1 of the Business License Renewal Application is a summary for the sections appearing on the subsequent pages of the application. Each item under Section 1 are described in detail in separate instruction documents. All instructions can be found on the Business Service Center website.

### Required Business Information:

- Federal ID or Social Security #: Add the business's Federal Employer ID # (FEIN). If the business is a Sole Proprietor (individual), add the owner's Social Security Number.
- State Sales Tax #: If the business reports sales taxes to the Department of Revenue, the business has a State Sales Tax number. Add it here, or if it does not apply, leave this blank or write N/A in this space.
- DBA: This stands for "Doing Business As." This name must match the business name shown to the public. The SC Secretary of State's Office no longer records or registers a business fictitious or trade name. Businesses desiring to use such names may indicate that name to the County here. (Booth renter's business names are the individual's names, and "DBA" in these cases refers to the salon in which the booth renter works.)

### Already-Entered Business Information:

- The information below is prepopulated for businesses on the mailed renewal forms.
- If the renewal application being completed is a blank, non-mailed renewal application, the Business Name and the Location information will need to be entered.
  - 1) Business Name: This is the official, legal name of the business, and should exactly match the business name as reported to the US Internal Revenue Service or the SC Secretary of State's Office. The County periodically checks these names for consistency and will make changes as appropriate.
  - 2) Business ID #: This is the first part of the business license number. (after the year)
  - 3) Location ID #: This is the second part of the business license number. (after the Business ID #)
  - 4) Location: This is the physical location of the business, where the business operates from or conducts business at. It includes only the street number and street name.
  - 5) Municipality: This is the jurisdiction in which the business is physically located.
    - "Richland County" indicates that the business is physically located in the unincorporated areas of Richland County (areas outside city or town limits).
    - "Other" indicates that the business is physically located outside the geographic boundaries of Richland County.

- “Arcadia Lakes” – “Blythewood” – “Cayce-Richland County” – “Columbia-Richland County” – “Eastover” – “Forest Acres” – “Irmo-Richland County”: indicates that the business is located within a city or town limit located within Richland County.

### **Business License Revenue Calculation:**

**Line 1:** Write the actual gross revenue for the previous calendar year here.

- If the business is located within any city/town limits in Richland County or is located outside Richland County (if the “Municipality” field indicates a city or “Other”), enter only the revenue that was generated inside or from the unincorporated area of Richland County.
- If the business is located in unincorporated Richland County (if the “Municipality” field reads “Richland County”), then enter all gross revenue here.

**Line 2:** Write the total deduction amount here, from the “Total” line of Section 2: Exemptions and Deductions.

- If any deductions are claimed, a Deduction Worksheet **must** be completed and returned in the same manner as the renewal application.
  - A printed Deduction Worksheet must accompany a mailed renewal, if deductions were taken.
  - Email a Deduction Worksheet to [bsc@richlandcountysc.gov](mailto:bsc@richlandcountysc.gov) if the renewal was completed online.

**Line 3:** Subtract Line 2 from Line 1 and write the result on this line.

### **Summary Calculation:**

**Line 4:** Write the business license fee here, from the “Total” line of Section 3: Business License Fee Calculations.

**Line 5:** Multiply the number of months (or portions of a month) that the renewal form is late, starting with May 1<sup>st</sup>, by 5%, and multiply that number by the Business License Fee from Line 4.

- The deadline for business license applications is April 30<sup>th</sup> – or, if the 30<sup>th</sup> falls on a weekend or holiday, the next business day.
- Penalties start on the day after the deadline. Renewal applications postmarked after the deadline, will be considered late and will incur a 5% penalty.
- Penalties accrue on the first day of every month.
- Once the total number of months late has been determined, multiply the number of months by .05 (for the 5% penalty). Then multiply that number by the business license fee shown on Line 4. This will give the penalty amount due.
- The 5% penalty is based on the original business license fee due. There is no compounding of penalties. Interest is not charged; only penalties are charged.

**Line 6:** Write the amount shown on the “Total” line of Section 4, Decals and Stickers.

**Line 7:** If the business wishes to also apply for a Peddlers License, the fee for the Peddlers License must be included here.

**Line 8:** Add Line 4, Line 5, Line 6, and Line 7. Write the total on this line. This is the total business license fee due.

- Businesses are strongly encourages to check calculations online at [www.richlandcountysc.gov/bsc](http://www.richlandcountysc.gov/bsc) and click “Online Calculator.” Businesses have the option of paying online or printing the renewal form after all revenues, deductions, fees, and discounts have been calculated.
- The \$10 discount only applies to businesses actually paying online.