



## APPLICATION NOTES

- >> use this application to renew an existing annual business license
- >> please include copies of any state licenses that were newly issued, re-issued, amended, or expired in 2020
- >> for assistance with this form, contact Cynthia Oliver at 843-784-2231 or coliver@hardeevillesc.gov

## BUSINESS INFORMATION

business name: \_\_\_\_\_  
 business license #: \_\_\_\_\_ NAICS code: \_\_\_\_\_  
 for in-city businesses, total number of employees: \_\_\_\_\_

*if business information has changed, please also complete a **Business Operation Status Change** form to update this information*

## BUSINESS LICENSE TAX CALCULATION

For help with calculations, refer to the **Business License Calculation Worksheet for Renewals**

1.	enter the <b>gross income</b> _____	Report ALL gross income received in 2020 that was incurred within Hardeeville city limits.  If the business has a permanent physical location in the City and business license taxes are paid to other jurisdictions, you are required to show proof; otherwise, all gross income shall be reported to the City of Hardeeville.
2.	list all allowable <b>deductions</b> from gross income on the right and enter the total amount on the line (if applicable) _____  ↑	<p><b>Note: For In-City Businesses ONLY--use this section to report gross income paid to other municipalities/counties OR for reporting tax deductions by convenience stores</b></p> deduction item: _____ amount: _____ deduction item: _____ amount: _____ deduction item: _____ amount: _____ deduction item total amount: (enter this amount on line 2) _____
3.	enter the <b>adjusted gross income</b> _____	Subtract line 2 from line 1. This is your adjusted gross income.
4.	enter the <b>initial base tax</b> (based on line 3) _____	The rate class will be listed on the top-right corner of the renewal letter. Determine your initial base tax by the rate class (see <i>Classification &amp; Rate Schedule</i> ) and enter the figure on line 4. The initial base tax amount is for <b>gross income from \$0 to \$100,000</b> .
5.	enter the <b>per one-thousand tax</b> (if applicable) _____	<b>If line 3 is \$100,000 or less, leave blank.</b> If line 3 is greater than \$100,000, please refer to the <b>Business License Calculation Worksheet for Renewals</b>
6.	enter the <b>tiered reduction</b> (if applicable) _____	Add line 4 and line 5 together. <b>If the figure is less than \$50,000, leave blank.</b> If the figure is more than \$50,000, you may qualify for a tiered reduction. See the <i>Classification &amp; Rate Schedule</i> for the amount of reduction and enter that figure on line 6.
7.	enter any <b>penalties</b> (if applicable) _____	10% penalty per month if renewals are postmarked after April 30th, 2021. A fine between \$100 to \$250 may be levied for businesses found to be operating without a business license.
8.	<b>business license tax</b> _____	Add lines 4, 5, and 7; subtract line 6, if applicable. This is your business license tax.

## APPLICATION CERTIFICATION

Payment is due on **April 30, 2021**. Please make checks payable to *City of Hardeeville*. If paying by credit/debit card, please include **Form A** with this application. There is a 3% convenience fee for credit card payments.

I have completed this form to the best of my knowledge and authorize the City of Hardeeville to process this application and review the submittal according to all governing standards. I acknowledge that the City reserves the right to require additional information if requested.

I am:  the business owner  a representative or location manager

Print Name \_\_\_\_\_ date \_\_\_\_\_  
 Email \_\_\_\_\_  
 Signature \_\_\_\_\_