



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 2021
- >> for assistance with this form, contact Cynthia Oliver at 843-784-2231 or coliver@hardeevillesc.gov

BUSINESS INFORMATION

business name: _____
 business lic. #: _____ 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 gross income _____	Report ALL gross income received in 2021 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 deductions from gross income on the right and enter the total amount on the line (if applicable) _____ ↑	<p>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</p> deduction item: _____ amount: _____ deduction item: _____ amount: _____ deduction item: _____ amount: _____ deduction item total amount: (enter this amount on line 2) _____
3.	enter the adjusted gross income _____	Subtract line 2 from line 1. This is your adjusted gross income.
4.	enter the initial base tax (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 & Rate Schedule</i>) and enter the figure on line 4. The initial base tax amount is for gross income from \$0 to \$100,000 .
5.	enter the per one-thousand tax (if applicable) _____	If line 3 is \$100,000 or less, leave blank. If line 3 is greater than \$100,000, please refer to the Business License Calculation Worksheet for Renewals
6.	enter the tiered reduction (if applicable) _____	Add line 4 and line 5 together. If the figure is less than \$50,000, leave blank. If the figure is more than \$50,000, you may qualify for a tiered reduction. See the <i>Classification & Rate Schedule</i> for the amount of reduction and enter that figure on line 6.
7.	enter any penalties (if applicable) _____	10% penalty per month if renewals are postmarked after April 30th, 2022. A fine between \$100 to \$250 may be levied for businesses found to be operating without a business license.
8.	business license tax _____	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, 2022**. Please make checks payable to *City of Hardeeville*. If paying by credit/debit card, please go to hardeevillebl.govtportal.com to access the payment portal if you know the amount due OR you may include form A (credit card authorization). There is a 3% convenience fee.

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 _____