



BEAUFORT COUNTY BUSINESS SERVICE CENTER

P.O. DRAWER 1228
 BEAUFORT, SC 29901-1228

PHONE: 843-255-2270
 FAX: 843-255-9411

www.beaufortcountysc.gov

Year _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

Business Lic# _____

CITY _____ STATE _____ ZIP _____

Website / email Address: _____ Cell Phone Number: _____

1. Check one box below and fill in appropriate blanks. An incomplete application will delay the issuance of your business license.

RENEWAL due by May 31st BUSINESS CLOSED - Date _____ Gross receipts for prior year \$ _____

NEW APPLICATION – Estimated gross receipts through December 31st of current year: \$ _____

2ND YEAR ESTIMATE IF NOT IN BUSINESS FOR A FULL 12 MONTHS, ANNUALIZE GROSS BASED ON PRIOR PERIOD: \$ _____

CHANGE OF PHYSICAL LOCATION COMPLETE A NEW CLEARANCE FORM

2.

(STAFF USE ONLY)

a. Gross Receipts (Attach PROOF OF REVENUE)		a.
b. Exempt Income (For deductions attach copies of other license applications paid)		b.
c. Total gross subject to Beaufort County Business License Tax		c.
d. Business License Tax (minimum rate for first \$5,000 in revenue)		d.
e. Additional gross divided by 1,000 x (incremental rate)		e.
f. Vehicles for Hire: Taxi / Limousine / Private car service/ van Number of vehicles _____ x rate per unit \$25.00		f.
g. Calculated license Tax (<i>add lines d thru line f</i>)		g.
h. Penalty Due (5% per month if paid after May 31st)		h.
i. Prior year balance not paid and due:		i.
j. Prior year (credit):		j.
k. Credit card Fee		k.
l. Total License Tax Due (<i>add lines g – k, if credit subtract line j from total</i>)		l.

PLEASE MAKE CHECK PAYABLE TO BEAUFORT COUNTY TREASURER

I (we) do hereby make application in accordance with the Ordinance of Beaufort County to conduct the above named business in the County for license year stated and certify that the above information and amount returned as gross income from my business is true and correct, and that I have made no deductions except income on which I have paid a business license tax to another county or municipality, for which I have proof of payment. I am familiar with the penalty provisions of the ordinance and the grounds for revocation of the license, including making false or fraudulent statements in this application. I certify that all assessments and business personal property taxes due and payable to Beaufort County have been paid, and that the above business name is the same as reported on documents filed with the state and federal governments. I understand that my business income tax returns and other documents are required to verify gross income or other business data. **BUSINESS PERSONAL TAX PAID (INITIAL):** _____ **DATE** _____

PRINT NAME

SIGNATURE

TITLE

DATE

GR Verified: _____ Date Received or Postmark: _____	Bill # _____ CK# _____ \$ _____
Deductions Verified: _____ Staff: _____	CC _____ CA \$ _____
NEW ZONING REQ: Y ___ N ___ NEW ZONING # _____	
Credit: _____	Balance due: _____

IMPORTANT INFORMATION

Renewals can be mailed to the address listed at the top of the application.

⌚ **“Gross Income”** (to report on line “a”) pertains to *all* revenue received (or accrued) for a full calendar year. **Renewals require proof of income (attach copy of federal tax return or profit and loss statement, or estimate 90% of revenue and provide copy of tax return once filed, penalties will apply if under reported).**

⌚ All New businesses are required to have a business license prior to operation in Beaufort County. Each must estimate their probable “Gross Income” (for line “a”) beginning from the start date of the business until December 31st of current year. For the second year of operation, the business must again estimate the probable “Gross Income” (line “a”) to cover a full year (12 months) of activity. All additional income over the estimated gross income as filed must be reported, and the additional fees paid, prior to the expiration of license year for which the estimate was given or penalties will apply.

⌚ “Exempt Income” (line “b”) pertains only to revenue that is generated in another county or municipality of which the revenue amount was reported and paid on to obtain a license. All remaining income (regardless of where it is generated) is reported to Beaufort County, if your physical business location address is located within the unincorporated boundaries, and is subject to licensing by the county. **(Attach copies of other renewal forms otherwise deductions will not apply).**

⌚ “Change of Address” A change in address must be reported in writing to Beaufort County within ten (10) days after the business has moved to a new location. The current license will be valid at the new address until a new license can be issued, provided it is in compliance with the county zoning and building codes. The tax map number of the property (new location of the business) is required. Failure to obtain approval of the county shall invalidate the license.

Additional Notes:

1. Please note business licenses will not be issued if you have not submitted the required documents with your renewal form.
2. If your business had \$0 income for the previous year, you are still required to renew at least for the minimum tax if you are physically located within the unincorporated boundaries of Beaufort County.
3. You are responsible for letting us know you have closed your business or moved. All business licenses are automatically rolled over and will show unpaid January 1st. A 5% penalty will be added each month for any unpaid renewals beginning June 1st of current year.
4. If you wish to **close** your business license with Beaufort County you will need to provide us with a written request that is signed and dated in order to terminate your license and have paid all taxes due to the county by the business.
5. Please note that incomplete applications or applications not signed will not be processed, and additional penalties will apply until paid after the due date.

Business Closure Information:

Please note, if your business:

- 1) Has a Federal ID # or FEIN, and**
- 2) Files tax returns under that number, and**
- 3) Is Located and/or operating in the unincorporated areas of Beaufort County**
The business is required to keep a current Beaufort County business license.