



# **Business License Instructions:**

## **License Renewal Application – Summary, Page 1**

Page 1 represents the Summary Page of the Business License Renewal Application for the sections appearing on the Renewal Application's subsequent pages. Each item on the Summary Page are described in detail in separate Instructions documents. All Instructions are found on the BSC website.

### **Closed?**

If your business has closed in the previous year, you need to indicate this in the space provided in the upper right corner of the page. You also need to provide the date your business closed, so we may update our records for your account and close the account.

Simply not renewing your renewal application does not notify our office that your business has closed. You need to return the renewal application with a Closing Date provided or you may complete a Closing Business Form, found online [here](#).

### **Required Business Information**

- 1) Federal ID or Social Security Number: Add the business' Federal Employer ID # (FEIN). If the business is a Sole Proprietor (individual), add the owner's Social Security Number.
- 2) State Sales Tax #: If your business reports sales taxes to the Department of Revenue, your 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.
- 3) DBA: This stands for "Doing Business As." The SC Secretary of State's Office no longer records or registers businesses' fictitious or trade names. Businesses desiring to use such names may indicate those names to the County here. (Booth renters' business names are the individuals' names, and "DBA" in these cases refers to the salons in which booth renters work.)
- 4) Name as seen by the public: The business name on your business license *must match* the business name shown to the public. If the business name on the renewal form is the same as the name shown to the public, leave blank or write "Same as above" in this space.

### **Already-Entered Business Information**

- The information below is automatically entered for businesses on their 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.

**RICHLAND COUNTY GOVERNMENT  
COMMUNITY PLANNING & DEVELOPMENT  
BUSINESS SERVICE CENTER**

2020 Hampton Street, Suite 1050, P.O. Box 192, Columbia SC 29202  
T 803-576-2287 | F 803-576-2289 | TDD 803-576-2045  
bsc@richlandcountysc.gov | richlandcountysc.gov/bsc



- 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 whatever changes are appropriate.
- 2) **Business ID #**: This is the first part of your business license number. This number and the Location ID # are required to be entered when renewing online.
- 3) **Location ID #**: This is the second part of your business license number. This number is also required to be entered when renewing online.
- 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, i.e., is located in Lexington County, Kershaw County, or some other county or other state.
  - "Columbia – Richland County" indicates that the business is located in the portion of the City of Columbia located within Richland County (rather than Lexington County).
  - "Irmo – Richland County" indicates that the business is located in the portion of the Town of Irmo located within Richland County (rather than Lexington County).

## Section 1: Summary

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

### Business License Revenue Computation

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

- If your business is located within a city limits in Richland County or is located outside Richland County (if the "Municipality" field above indicates a city or "Other"), enter *only* the revenue that was generated inside or from the *unincorporated* area of Richland County (the area of Richland County outside city or town limits).
- If the business is located in unincorporated Richland County (if the "Municipality" field above reads "Richland County"), then enter *all* the gross revenue (for the location being licensed) here.
- For contractors located in unincorporated Richland County *and* doing work outside Richland County for which a business license was *not required*, write the amount of revenue that was not required to be reported to other cities or counties in Section 5, Construction Contractors.

**RICHLAND COUNTY GOVERNMENT  
COMMUNITY PLANNING & DEVELOPMENT  
BUSINESS SERVICE CENTER**

2020 Hampton Street, Suite 1050, P.O. Box 192, Columbia SC 29202  
T 803-576-2287 | F 803-576-2289 | TDD 803-576-2045  
bsc@richlandcountysc.gov | richlandcountysc.gov/bsc



**Line 2:** Write the total deduction amount here, from the “Total” line of Section 3, Exemptions and Deductions.

- If any deductions are claimed, a Deduction Worksheet **must** be:
  - (1) completed and returned,
  - (2) with all required documentation submitted *at the same time*,
  - (3) with documentation provided *in the same order* as it appears in the Deductions Worksheet,
  - (4) and submitted *in the same manner* as the renewal application, as described below:
    - Businesses renewing their business licenses online must submit their Deductions Worksheet and documentation electronically to [bsc@richlandcountysc.gov](mailto:bsc@richlandcountysc.gov).
    - Businesses mailing their renewal applications must mail their Deductions Worksheet and documentation in the same envelope as their renewal applications.
- Only authorized deductions meeting the conditions above will be considered.
- Revenues from other locations, international revenues, IRS deductions, business losses, cigarette taxes, and other deductions are not authorized and will not be accepted. If these are claimed, they will be denied, with additional license fees and possibly penalties due.

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

**Line 4:** Construction contractors reporting revenue in Section 5 should write that revenue here.

- If any Section 5 revenue is reported, a Section 5 Worksheet **must** be:
  - (1) completed and returned,
  - (2) submitted *at the same time*,
  - (3) and submitted *in the same manner* as the renewal application, as described below:
    - Businesses renewing their Section 5 business licenses online must submit their Section 5 Worksheet electronically to [bsc@richlandcountysc.gov](mailto:bsc@richlandcountysc.gov).
    - Businesses mailing their renewal applications must mail their Section 5 Worksheet in the same envelope as their renewal applications.
- Only authorized Section 5 revenues meeting the conditions above will be considered.

## Summary Calculation

**Line 5:** Write your business license fee here, from the “Total” line of Section 4, Calculations.

**Line 6:** Write the business license tax for work done outside of the geographic boundaries of Richland County by construction contractors located in the unincorporated area of Richland County here, from the “Fee Due” column of Section 5.

**Subtotal, Line 7:** Add Lines 5 and 6 together and write the total on this line.

**RICHLAND COUNTY GOVERNMENT  
COMMUNITY PLANNING & DEVELOPMENT  
BUSINESS SERVICE CENTER**

2020 Hampton Street, Suite 1050, P.O. Box 192, Columbia SC 29202  
T 803-576-2287 | F 803-576-2289 | TDD 803-576-2045  
bsc@richlandcountysc.gov | richlandcountysc.gov/bsc



**Line 8:** Multiply the number of months (or portions of a month) that the renewal form is late, starting with March 16, by 5%, and multiply that number by the Subtotal, Line 7 amount.

- The deadline for business license applications is March 15 – or, if the 15<sup>th</sup> falls on a weekend or holiday, the next business day.
- Penalties start on the day after the deadline. Renewal applications postmarked on or after this date, March will count as one month of penalties, or 5%.
- Penalties accrue on the first day of every month after March. Therefore, applications postmarked on or after April 1 must include payment for a second month of penalties.
- Once the total number of months late has been determined, multiply the number of months by .05 (for the 5% penalty charged every month). Then multiply that number by the business license fee shown on the Subtotal, Line 7. This will give the amount of penalties 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 9:** Write the amount shown on the “Total” line of Section 6, Decals and Stickers, here.

**Line 10:** If the business wishes to also apply for a Peddlers License, the fee for the Peddlers License must be included here. A separate application for the Peddlers License must also be submitted. This application form may be obtained online at [www.richlandcountysc.gov/bsc/bsc](http://www.richlandcountysc.gov/bsc/bsc), scroll down, and click the link for “BSC Forms.”

**Total Amount Due:** Add Line 7 and Line 8 and Line 9 and Line 10. Write the total on this line.

- Businesses are *strongly encouraged* to check their 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 their renewal form after all revenues, deductions, fees, and discounts have been calculated.
- The \$10 discount only applies to businesses actually paying online.

Thank you for reading and following these instructions. Thank you also for your business. Your business helps Richland County be a great place to live, work, and visit.