

From: Business Service Center
Subject: URGENT! 2021 Business License Renewal Application for First-Time Renewing Businesses
Attachments: BPP_FAQs.pdf; BPP_Certification_Form.pdf; BPP_County_Filing_Form.pdf; BPP_CountyAssetWorksheet.pdf
Importance: High

From: Business Service Center
Sent: Tuesday, January 5, 2021 8:52 AM
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Happy New Year!

Please be advised that all Richland County business licenses expired on December 31.

Due to the COVID pandemic, Richland County offices are still closed to the public. Therefore, your business (as a business which obtained its first County business license last year) can only be renewed by mail. Our staff have made every effort to streamline the process to make it easier and safer for you and those around you. **Instructions** for renewing business licenses for the first time are shown below.

Step 1: Click Reply.

Step 2: Complete the each question below.

2021 Richland County Business License Renewal Application For First Time Renewing Businesses Only

Question	Answer
1. Business Name	
2. Business name as seen by the public	
3. Business ID # (found in upper left corner of your business license, first set of numbers after the year)	
4. Business Location # (found in upper left corner of your business license, the set of numbers after the second hyphen)	
5. Business Physical Location Address	
6. Month the business actually began operating in 2020	
7. Actual <u>Total</u> Revenue Earned in 2020 (total \$ coming in the door)	
8. Allowable Deductions (Deductions Worksheet, see attached, and documentation required)	
9. Description of Business Activity (please be very specific)	
10. Business Owner or Principal(s) – NO corporate names	

Phone Number	
Email Address	
11. Applicant Name	
Phone Number	
Email Address	

Step 3: Read the [Deductions Checklist](#). If applicable, complete and attach (1) the Deductions Worksheet and (2) any required documentation to your REPLY email (as a spreadsheet or PDF document).

Step 4: Read: (1) the attached Business Personal Property (BPP) Taxes Frequently Asked Questions, (2) the BPP Certification Form, and (3) the BPP Filing Form and Asset Worksheet.

Step 5: Print and complete EITHER the Business Personal Property Tax Filing form (with the Asset Worksheet) OR the BPP Certification Form, whichever is applicable.

Step 6: Attach the applicable Business Personal Property Tax form(s) to your REPLY email as a PDF document.

By REPLYING to and SENDING this email you are certifying:

1. There has been no change in ownership, location, or business activity,
2. That you understand that this email is being presented and processed as a Richland County Business License Renewal Application for 2021,
3. That: (a) all information in this application is true and correct; (b) gross receipts are accurately reported with no unauthorized deductions or exemptions; (c) all building, electrical, plumbing, fire, and zoning codes are complied with; (d) all applicable licenses and permits are obtained; and (e) I understand this application is subject to being reviewed by all applicable departments to assess compliance with all the County's requirements applicable to this business.

Step 7: Click the Send button.

Next Steps:

1. After our office receives your REPLY email, we will process the information and calculate the business license tax due.
2. We will send you an email with the amount due. (Please allow at least 10-15 business days to receive this email. We will get this email to you as soon as we can.)
3. You will print Page 1 of that email (not this email) and mail Page 1 with your payment check or money order, payable to Richland County Treasury, to the mailing address shown below:

Attn: 1st Time Renewing Business License Application
 Richland County Business Service Center
 PO Box 192
 Columbia, SC 29202

Thank you for your prompt REPLY to this email. We look forward to working with you to issue your business license.

If you have any questions, please review our [website](#) here. You may also email bsc@richlandcountysc.gov, but please be aware that it may take staff 10-15 business days to read, receive, and respond to your email during this busiest time of year. We sincerely regret this delay and appreciate your patience.

Sincerely,

Business Service Center Staff

www.richlandcountysc.gov/bsc for great information!

Richland County Offices are still closed due to COVID-19.

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