



**CITY OF
LANCASTER**

Attn: Business License Specialist
PO Box 1149
Lancaster, SC 29721-1149
803-289-1462 Tel

Business License Renewal Application

Please indicate if you are no longer in business or do not wish to renew.

IMPORTANT - RETURN THIS FORM BY APRIL 30!
An invoice with renewal license fee will be issued upon receipt of this form.
Business Licenses Expire MAY 31 Each Year

NAICS Code	Rate Class	Business Description	ANNUAL GROSS RECEIPTS* (Enter amount below)
BLNAICS	BLBUSTYPE		
BLCDESC			
LICENSE NUMBER		BLLIC	
BLNAME		BLCTYLIMIT	ADDITIONS or CORRECTIONS, if any.
BLADDR1		Business Name	
BLADDR2		Mailing Address 1	
BLCSZ		Mailing Address 2	
		City ST ZIP	
BLPROP		Business Address	
BLPHONE		Telephone Number	
BLCOMM#F-ID		Federal ID or SSN	
BLCOMM#SCNUM		State License Number	
BLATTN		Contact Name	

City business licenses are issued annually for the period June 1 through May 31. To renew your business license, please review the above information, make any corrections needed, sign, and return by **April 30** (Attention: Business License Specialist). An invoice with renewal license fee will be issued upon receipt of this form. **Renewal license fees are due and payable on or before May 31 or penalties are applied. CREDIT CARDS ARE NOW ACCEPTED IN OUR OFFICE OR OVER THE PHONE WITH A 3% PROCESSING FEE ADDED TO THE CUSTOMER.**

***Please note that the City of Lancaster will be conducting RANDUM AUDITS in this fiscal year and that your business may be selected or considered for this audit. Please make sure that all gross receipts are recorded accurately.**

*Accurate account information is required to properly calculate business license fees. Reporting of gross receipts must reflect total revenue based on the previous calendar or fiscal year within the corporate limits of Lancaster. Businesses located outside the City limits need only report gross receipts generated within the City limits. Businesses located inside the City limits must report ALL gross receipts. For the purpose of enforcing the provisions of this chapter the license official or other authorized agent of the municipality is empowered to enter upon the premises of any person subject to this chapter to make inspections, examine and audit books and records, and it shall be unlawful for any such person to fail or refuse to make available the necessary books and records. In the event an audit or inspection reveals that false information has been filed by the licensee, the costs of the audit shall be added to the correct license fee and late penalties in addition to other penalties provided herein. Each day of failure to pay the proper amount of license fee shall constitute a separate offense.

Does the business have coin-operated machines at this location? Yes No If "Yes", how many? _____ (additional fees app

Who is the owner of the machines?

Does the business sell prepared foods and beverages? Yes No If "Yes", Hospitality Tax applies

Does the business rent booths, e.g., beautician, barber, etc. Yes No If "Yes", how many booths? _____

Does the business have on-site alcoholic beverage consumption? Yes No

Does the business/person own rental units, etc. Yes No (If "Yes", how many units? _____)

I HEREBY CERTIFY THAT THE INFORMATION WRITTEN ABOVE IS TRUE AND CORRECT

and that any and all business and business premises related assessments, charges, and taxes due to the City have been paid in full (§12-5 City of Lancaster Code of Ordinances). I understand that City ordinances provide for penalties and revocation of license for false or fraudulent statements. The license official shall make systematic inspections and may conduct random audits of all businesses within the municipality to insure compliance with the ordinance. Records of inspection and audits shall not be deemed public records, and the license official shall not release the amount of license taxes paid or the reported gross income of any person by name without written permission of the licensee, provided that statistics compiled by classifications may be made public.

I also acknowledge that failure to pay the business license fee by May 31 will result in assessment of penalties and/or court fines.

Printed Name

Applicant Signature

Date

The City of Lancaster is not responsible for mail delivery. It is the license holder's responsibility to obtain the proper information concerning billed amounts and to pay the appropriate fee prior to June 1 to avoid penalties, whether or not an invoice is received.

THIS IS NOT A BILL

2/17/14