



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 April 30 Each Year

NAICS Code Rate Class

BLNAIC BLBUST
BLDESC

LICENSE NUMBER

BLNAME

BLADDR1

BLADDR2

BLCSZ

BLPROP

BLPHONE

BLCOMM#F-ID

BLCOMM#SCNUM

BLATTN

Business Description

BLLIC

BLCTYLIMIT

Business Name

Mailing Address 1

Mailing Address 2

City ST ZIP

Business Address

Telephone Number

Federal ID or SSN

State License Number

Contact Name

ANNUAL GROSS RECEIPTS\*
(Enter amount below)

ADDITIONS or CORRECTIONS, if any.

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.

