CITY OF LANCASTER LANCASTER	BUSINESS LICENSE KENEWAI Application Please indicate if you are no longer in business or do not wish to renew. I M P O R T A N T – 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				
Attn: Business License Specialist PO Box 1149 Lancaster, SC 29721-1149 803-289-1462 Tel					
NAICS Code BLNAIC BLBUST BLCDESC	Business Description		ANNUAL GROSS RECEIPTS* (Enter amount below)		
LICENSE NUMBER	BLLIC	BLCTYLIMIT	ADDITIONS or CORRECTIONS, if any.		
BLNAME		<b>Business Name</b>			
BLADDR1		Mailing Address 1			
BLADDR2		Mailing Address 2			
BLCSZ		City ST ZIP			
BLPROP		Business Address			
BLPHONE		Telephone Number			
BLCOMM#F-ID		Federal ID or SSN			
BLCOMM#SCNUM		State License Number			
BLATTN		Contact Name			
		·			
		·			

1.

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 <u>outside</u> the City limits need only report gross receipts generated within the City limits. Businesses located <u>inside</u> the City limits <u>must</u> <u>report ALL gross receipts</u>. 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 apply)
Who is the owner of the machines?			
Does the business sell prepared foods and beverages?	<b>Yes</b>	🗌 No	If "Yes", Hospitality Tax applies
Does the business rent booths, e.g., beautician, barber, etc.	<b>Yes</b>	🗌 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 April 30 will result in assessment of penalties and/or court fines.

Printed Name	Applicant Signature	Date
responsibility to obtain the proper	sponsible for mail delivery. It is the lice r information concerning billed amounts an void penalties, whether or not an invoice is re	d to pay the

THIS IS NOT A BILL

2/17/14