

APPLICATION NOTES

- >> use this application to renew an existing annual business license
- >> please include copies of tax returns, any state licenses that were newly issued, re-issued, amended, or expired in 2017
- >> for assistance with this form, contact Cynthia Oliver at 843-784-2231 or coliver@cityofhardeeville.com

BUSINESS INFORMATION

business name: _____

City of Hardeeville business license # _____

has your business info/contact info changed in the last year? y n

*if yes, please also complete a **Business Operation Status Change** form to update this information*

BUSINESS LICENSE TAX CALCULATION

1.	enter the gross income _____	Report ALL gross income received in 2017 that was incurred within Hardeeville city limits. If the business has a permanent physical location in the City and business license taxes are paid to other jurisdictions, you are required to show proof; otherwise, all gross income shall be reported to the City of Hardeeville.
Note: use this section to report gross income paid to other municipalities/counties		
2.	list all allowable deductions from gross income on the right and enter the total amount on the line <i>(if applicable)</i> _____	deduction item: _____ amount: _____ deduction item: _____ amount: _____ deduction item: _____ amount: _____ deduction item total amount: <i>(enter this amount on the step 2 line, too)</i> _____
3.	enter the adjusted gross income _____	Subtract line 2 from line 1. This is your adjusted gross income. PLEASE ROUND UP , if applicable
4.	enter the initial base tax <i>(based on line 3)</i> _____	The rate class will be listed on the top-right corner of the renewal letter. Determine your base tax by the rate class (see <i>Classification & Rate Schedule</i>) and enter the figure on line 4. The base tax amount is for gross income from \$0 to \$100,000).
5.	enter the per one-thousand tax <i>(if applicable)</i> _____	If line 3 is \$100,000 or less, leave blank. If line 3 is greater than \$100,000, subtract \$100,000 from line 3; then divide that figure by 1,000. Multiply the rounded figure by the per one-thousand rate (see <i>Classification & Rate Schedule</i>) and enter the figure on line 5.
6.	enter the tiered reduction <i>(if applicable)</i> _____	Add line 4 and line 5 together. If the figure is less than \$50,000, leave blank. If the figure is more than \$50,000, you may qualify for a tiered reduction. See the <i>Classification & Rate Schedule</i> for the amount of reduction and enter that figure on line 6.
7.	enter any penalties <i>(if applicable)</i> _____	10% penalty per month if renewals are postmarked after April 15th, 2018. A fine between \$100 to \$250 may be levied for businesses found to be operating without a business license.
8.	business license tax _____	Add lines 4, 5, and 7 together; then subtract line 6, if applicable. This is your business license tax.

APPLICATION CERTIFICATION

Payment is due on **April 15, 2018**. Please make checks payable to *City of Hardeeville*. If paying by credit/debit card, please include **Form A** with this application.

I have completed this form to the best of my knowledge and authorize the City of Hardeeville to process this application and review the submittal according to all governing standards. I acknowledge that the City reserves the right to require additional information if requested.

I am: the business owner a representative or location manager

Print Name _____
Email _____ date _____
Signature _____