



December 21, 2016

To Whom It May Concern,

It is renewal season. Business License renewals are now due, and you have until April 15th to renew without penalties. If you didn't receive a renewal notice in the mail, please use the information in this folder to renew your 2017 license.

What's New:

- In September 2016, Council approved the adoption of the 2015 MASC Rate Class Schedule. These classes are based on the latest IRS profitability statistics. The rate listed at the top right corner of this renewal letter is the most current. This rate class must be used when calculating your business license tax
- Above the signature line of the application we have added a line for an email address, please provide this information, if applicable. We will be utilizing this email address to notify you for business license reminders and renewals
- If there are any changes to your business information or you have closed your business, please complete the Operation Status Change Form enclosed with this letter and return to us.

Coming in 2018:

As part of our in-city auditing process, we will be requesting proof of your 2017 gross income reported to the IRS. This applies to **in-city** businesses. Acceptable forms of proof are copies of your 2018 tax returns or a Profit & Loss statement. The section of the ordinance that reflects this information is listed below:

Section 11-22. Registration Required.

6. *Applicants are required to submit all state and federal issued licenses applicable to the nature of the business. Applicants may be required to submit copies of portions of state and federal income tax returns reflecting gross income figures.*

If you need any assistance, please contact us at 843-784-2231. Happy New Year!

Sincerely,

Cynthia Oliver, MBL
Business License Coordinator
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