

### 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 2016
- >> 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 <b>gross income</b> _____   | Report ALL gross income received in 2016 that was incurred within Hardeeville city limits.<br><br>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. |
| <b>Note: use this section to report gross income paid to other municipalities/counties</b> |   |   |
| 2.   | list all allowable <b>deductions</b> from gross income on the right and enter the total amount on the line <i>(if applicable)</i> _____ | deduction item: _____ amount: _____<br>deduction item: _____ amount: _____<br>deduction item: _____ amount: _____<br>deduction item total amount: <i>(enter this amount on the step 2 line, too)</i> _____  |
| 3.   | enter the <b>adjusted gross income</b> _____  | Subtract line 2 from line 1. This is your adjusted gross income.  |
| 4.   | enter the <b>initial base tax</b> <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 &amp; 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 <b>per one-thousand tax</b> <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 and <b>round up</b> . Multiply the rounded figure by the per one-thousand rate (see <i>Classification &amp; Rate Schedule</i> ) and enter the figure on line 5.                    |
| 6.   | enter the <b>tiered reduction</b> <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 &amp; Rate Schedule</i> for the amount of reduction and enter that figure on line 6.   |
| 7.   | enter any <b>penalties</b> <i>(if applicable)</i> _____   | 10% penalty per month if renewals are postmarked after April 15th, 2017. A fine between \$100 to \$250 may be levied for businesses found to be operating without a business license.   |
| 8.   | <b>business license tax</b> _____   | 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, 2017**. 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 \_\_\_\_\_