



<b>Office Use Only:</b>		<b>License #</b>	
Entered By:		<b>PIN #</b>	
C/O Number:		<b>Control #</b>	
<b>Business License Classification Rate #</b>			

## Business License Application

Note: All Debit/Credit Card Payment's will be charged a 2.65% Service Fee.

Online calculator: [revenue.greenvillesc.gov](http://revenue.greenvillesc.gov)

- **New Businesses** must obtain a business license prior to beginning operation.
- **Business Licenses Expire April 30<sup>th</sup> Each Year.**
- **RENEWAL BUSINESS LICENSES** Must Be Paid in Full **by the Last Day of April** to Avoid Penalties.

1. Application Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Ownership Change <input type="checkbox"/> Location Change <input type="checkbox"/> Out of Business (Closing date)											
2. Inside City of Greenville give Physical Address: (If not located in the city put N/A)						3. In City Business Open date:					
4. NAICS Code & Business Description (Required): <a href="https://www.naics.com/search/">https://www.naics.com/search/</a>											
5. Business Name: (Doing Business As)					6. FEIN or S.S Number: (Required)						
7. Corporate Name:				8. Ownership Type:		<input type="checkbox"/> Corp	<input type="checkbox"/> Indiv.	<input type="checkbox"/> LLC	<input type="checkbox"/> LLP	<input type="checkbox"/> Partn	
9. Business Mailing address, Suite, City, State, Zip:						10. Bus. Phone:					
11. Email of Responsible Contact:						12. Number of Employees:					
13. Name of owners and/or officers and titles:											
14. Minority Status: (Optional) <input type="checkbox"/> Aleut <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Eskimo <input type="checkbox"/> African American <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian Female <input type="checkbox"/> East Indian											
15. <b>ALCOHOL INFORMATION</b> Does this business have an Alcohol Beverage Licensing (ABL) License? <input type="checkbox"/> NO <input type="checkbox"/> YES											
NO – Does this business plan to apply for an ABL during the coming year? <input type="checkbox"/> NO <input type="checkbox"/> YES				Hours of Operation:							
YES – Give ABL License number:			Expiration Date:			Consumption: <input type="checkbox"/> Off – Premise <input type="checkbox"/> On – Premise					
16. Do you own or lease any coin-operated amusement machines?						<input type="checkbox"/> Own <input type="checkbox"/> Lease – If Lease from whom?					
Number of Machines		Number of stickers		X \$12.50ea = \$		Type of Machines - Attach listing					
<b>17. Calculation of Tax - Select appropriate status:</b>											
A. <input type="checkbox"/> <b>New Business:</b> Give total estimated gross receipts for the balance of the year.						Gross Estimate: \$		Gross		License Tax	
B. <input type="checkbox"/> <b>Renewal Business - Established (Existing) Business:</b> Give total gross receipts from last calendar year.						Gross Revenue: \$					
C. <b>Resident Businesses Only Allowable Ordinance Deductions</b> Satisfactory proof of the deduction must be attached to application to be allowed						\$ -					
D. Total (adjusted) Gross Receipts <b>B minus C.</b>						\$		\$			
								<b>Sub-Total License Tax</b>		\$	
E. Penalties due for late filing if applicable						<b>Penalties</b>				%	
F. <b>Resident Business ONLY 2% Discount for early filing by 3/31.</b> Fee cannot go below base tax fee of license due.						<b>2% Early Discount</b>				\$ -	
G. License Tax Due (Ways to calculate – Online calculator: <a href="http://revenue.greenvillesc.gov">revenue.greenvillesc.gov</a> or use the provided worksheet located on reverse side with instructions).								<b>Total Tax Due</b>		\$	
Credit Card (Optional)		<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> Amex	<b>CREDIT CARD SERVICE FEE 2.65%</b>				\$ +	
<b>By signing this form, I acknowledge that I will be charged a 2.65% Service Fee in addition to my total license tax</b>								<b>Total Tax Due</b>		\$	
Credit Card # (Optional)				Exp. Date:		CV Code					
The applicant shall certify under oath that the information given in the application is true, that the gross income is accurately reported (or estimated for a new business) without any unauthorized deductions, and that all assessments, personal property taxes on business property, and other monies due and payable to the Municipality have been paid. The license official or other authorized agent of the City of Greenville is empowered to inspect, examine, and audit books and records. It shall be unlawful for any such person to fail or refuse to make available the necessary books and records.											
Applicant/Preparer Name (Print first and last name)						Phone Number:					
Applicant/Preparer Signature:						Date:					
Applicant/Preparer Email (REQUIRED):											

\*\*Application cannot be emailed  
 \*\*Fax: 864-467-5715  
 \*\*Phone: 864-467-4505 For Assistance

Always check our website for the latest version of this application

Please go to calculator to assist you in calculating your tax fee. [revenue.greenvillesc.gov](http://revenue.greenvillesc.gov)

Example of how to calculate only. Resident Rate Class 3 with \$101,500,000 Gross.

EXAMPLE: HOW TO CALCULATE LICENSE TAX FEES – CLASS 3 Resident					
Gross within Tier	Gross tier of business	Divided by \$1,000	Dollar rate per \$1,000	Declining steps %	Total Fee per Tier
\$2,000	\$2,000	Base Fee			\$50.00
\$9,998,000	\$9,998,000	\$1,000	1.70	100%	\$16,996.60
\$15,000,000	\$15,000,000	\$1,000	1.70	75%	\$19,125.00
\$75,000,000	\$75,000,000	\$1,000	1.70	50%	\$63,750.00
\$100,000,000	\$1,500,000	\$1,000	1.70	25%	\$637.50
Total Gross	\$101,500,000				
<b>Total Tax Fee:</b>					<b>\$100,559.10</b>

Example of how to calculate only. Rate Class 9.91 Commercial Property with \$50,000,000 Gross. **Note:** On Commercial Property the first \$5,000 gross you must file for a business license application but there is no tax fee. On \$10,000 you pay the base tax fee. Then Calculate the remaining gross through the tiers.

EXAMPLE: HOW TO CALCULATE LICENSE TAX FEES – CLASS 9.91 Commercial Property					
Gross within Tier	Gross tier of business	Divided by \$1,000	Dollar rate per \$1,000	Declining steps %	Total Fee per Tier
\$10,000	\$10,000	Base Fee			\$75.00
\$9,990,000	\$9,990,000	\$1,000	1.80	100%	\$17,982.00
\$15,000,000	\$15,000,000	\$1,000	1.80	75%	\$20,250.00
\$75,000,000	\$25,000,000	\$1,000	1.80	50%	\$22,500.00
\$100,000,000		\$1,000	1.80	25%	
Total Gross	\$50,000,000				
<b>Total Tax Fee:</b>					<b>\$60,807.00</b>

**RATES PER CLASSIFICATION**

Rate Class	Resident Base Fee	Resident Rate Per Thousand	Non-Resident Base Fee	Non-Resident Rate Per Thousand	Declining Step Range		Amount Between Gross Tiers
Class 1	\$40.00	\$1.60	\$80.00	\$3.20	\$0	\$2,000	\$2,000
Class 2	\$45.00	\$1.65	\$90.00	\$3.30	\$2,001	\$10,000,000	\$9,998,000
Class 3	\$50.00	\$1.70	\$100.00	\$3.40	\$10,000,001	\$25,000,000	\$15,000,000
Class 4	\$55.00	\$1.75	\$110.00	\$3.50	\$25,000,001	\$100,000,000	\$75,000,000
Class 5	\$60.00	\$1.80	\$120.00	\$3.60	\$100,000,001	\$200,000,000	\$100,000,000
Class 6	\$65.00	\$1.85	\$130.00	\$3.70			
Class 7	\$70.00	\$1.90	\$140.00	\$3.80			
Class 9.30	\$200.00	\$0.95	\$400.00	\$1.90	Auto Dealers – 441110 & 441120		
Class 9.71	\$100.00	\$2.50	\$200.00	\$5.00	Drinking Place – NAICS Code 722410		
Class 9.72	\$75.00	\$1.80	\$150.00	\$3.60	Full-Service Restaurant Closing before Midnight (Serves Alcohol) 722511		
Class 9.73	\$85.00	\$2.35	\$170.00	\$4.70	Full-Service Restaurant Closing after Midnight (Serves Alcohol) 722511		
Class 9.80	\$150.00	\$0.75	\$300.00	\$1.50	Manufacturer – NAICS Code 310000, 320000, 330000		
Class 9.91	\$75.00	\$1.80	-	-	Commercial Property - 531120		

**PENALTY TIERS**

NEW BUSINESS PENALTIES		RENEWAL BUSINESS PENALTIES	
10%	First month without Business License	10%	If filed or postmarked on May 1st
20%	Second Month without Business License	20%	If filed or postmarked on June 1st
30%	Third Month without Business License	30%	If filed or postmarked on July 1st
40%	Fourth Month without Business License	40%	If filed or postmarked on August 1st
50%	Fifth Month without Business License	50%	If filed or postmarked on September 1st
Maximum Annual Penalty Caps at 50%		Maximum Annual Penalty Caps at 50%	
All penalties are a percentage of, and added to, the license tax <span style="float: right;">Businesses that fail to purchase the license after formal notification shall be subject to a Uniform Summons.</span>			

**Reminders**

- Please complete business license application in full.
- **Allowable Ordinance Deductions:** Deductions from your gross revenues are allowed if you are a resident business that a business license has been paid to another municipality. The deduction is limited to the gross revenues that were reported on that license. **Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed.** A business may deduct sales, use, or excise taxes if these amounts are included in the total gross revenues amount reported.
- If you are no longer in business, please indicate in writing and return this application.