

The following includes important information about the renewal of your City of Seneca 2020 Business License – Please read carefully.

HOW TO AVOID PAYING PENALTIES

The City of Seneca's 2019 business licenses will expire on April 30, 2020. To avoid paying penalties, please pay **before April 30th**. Penalties will be applied on May 1st for any unpaid business license fees.

PLEASE NOTE: BUSINESS LICENSE RATE CHANGES FOR SOME BUSINESSES

The City of Seneca uses the North American Industry Classification System (NAICS) to classify all businesses. Rate changes are made to some businesses based on their NAICS classification. Those changes will be reflected on your renewal application. You may also check your NAICS code on the US Census Bureau website: <http://www.census.gov/eos/www/naics/>. The City of Seneca uses the 2012 edition.

CALCULATION OF GROSS RECEIPTS

When calculating your gross receipts, please *round gross receipts up to next thousand* before calculating your business license fee. Ex: if your gross receipts are \$41,329, round up to \$42,000 before calculating the business license fee.

Declining rates apply in all classes for gross income in excess of \$1,000,000, unless otherwise specifically provided for in this ordinance. [Please call for assistance in calculating gross receipts over \\$1 \(one\) million.](#)

PAID BUSINESS LICENSE TO ANOTHER CITY/TOWN

REMINDER: If you paid a business license to another City/Town, you may deduct those gross receipts from the City of Seneca business license. Please provide documentation of the breakdown of gross receipts paid to another City/Town.

PROOF OF GROSS RECEIPTS

The City of Seneca requires "in city limits" businesses to submit proof of gross receipts with the renewal application for a business license.

The following are examples of proof of gross receipts: (Please note that additional information may be required).

- copy of your "Federal Tax Return" (Schedule C Form 1040, Form 1065, Form 1120, or Form 1120S)-front page only of the business return
- a certified letter from an independent accounting firm
- an independent accounting firm may sign and stamp your application

The City of Seneca realizes that a businesses' financial information is confidential.
It is the City's policy to keep all financial information on all business licenses confidential as well.

Please contact the Finance Office if you have any questions.

Ann Beatty, Finance Admin Assistant Phone: 864-885-2700 e-mail: abeatty@seneca.sc.us
Carol Hall, Business License Official Phone: 864-200-2229 e-mail: chall@seneca.sc.us

Mailing Address: City of Seneca, attn: Finance Office, P O Box 4773, Seneca, SC 29679

City Hall Physical Address: 221 E N 1st St, Seneca, SC 29678

Fax: 864-885-2701

City Hall Hours: Monday – Friday 8:00 am – 5:00 pm