The information provided here is for informational and educational purposes and current as of the date of publication. The information is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

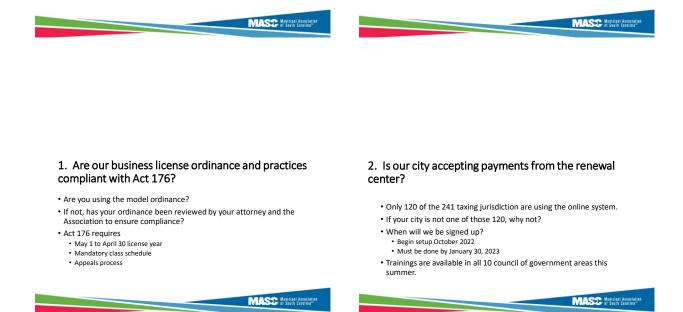
#### Why should I care about business licensing?

### Five Questions To Ask Your Business License Officials

Caitlin Cothran, Manager for Local Revenue Services

• High stakes

- High visibility
- High revenues



3. What documents does our business license ordinance require from a business at renewal time?

- Proof of income
- Application
- If your municipality requires more than one proof of income, amend the ordinance or the practice of requiring more.



## 4. When do we send renewal notices to businesses?

- Before January 31 of each year.
  - If you are sending them later, you need to adjust.
  - Renewal center opens for businesses February 1.
- Do the renewal letters include all information the business needs to renew in the office or online?
  - NAICS (North American Industry Classification System) Code
  - Business ID/account number
  - Owner name

MASC Municipal Association of South Carolina"

# 5. Has our business licensing staff attended trainings?

- BLOA Business Licensing Officials Association
  - BLOA Training Institute
    <u>www.masc.sc</u> (keyword: BLOA)
- Are they attending the monthly virtual training?
  <u>www.masc.sc</u> (keywords: Business Licensing Essentials)

• Do they know who to contact if they have a question?

MASC Municipal Associat

#### Staff Contacts

Fran Adcock, Revenue Analyst 803.933.1201 | <u>Fadcock@masc.sc</u>

Elizabeth Copeland, Staff Associate for Affiliate Services (BLOA Contact) 803.933.1257 | <u>Ecopeland@masc.sc</u>

Caitlin Cothran, Manager for Local Revenue Services 803.354.4786 | <u>Ccothran@masc.sc</u>

Kaylee Summerton, Revenue Analyst 803.933.1255 | <u>Ksummerton@masc.sc</u>

MASC Municipal Associat