



Renewal Form Instructions: First Time Renewal (Section 5)

Section 5: New Business Opened During 2022 (first license with Richland County)

Renewal information for new businesses that opened last year was sent by email.

To help businesses renew a Richland County license for the first year, the Business Service Center will email these businesses information beginning in January. That email will request certain business information to be provided to our office by REPLY email. Our staff will then calculate the business license tax, email the amount due along with instructions to pay the fee online. Businesses may also print Page 1 of the email and mail that page with the business license payment to our office.

Instructions for renewing business licenses for the first time are shown below.

Step 1: Click Reply.

Step 2: Complete the **Answer** section to the questions below.

2023 Richland County Business License Renewal Application

For First Time Renewing Businesses Only

Question	Answer
1. Business Name	
2. Business Name as seen by the public	
3. Business ID # (found in upper left corner of your business license, first set of numbers after the year)	
4. Location ID # (found in upper left corner of your business license, the set of numbers after the second hyphen)	
5. Business Physical Location Address	
6. Month & Year the business actually began operating	
7. Actual <u>Total</u> Revenue Earned in 2022 (total \$ coming in the door)	
8. Allowable Deductions (Deduction Worksheet required)	
9. Description of Business Activity (please be very specific)	
10. Business Owner or Principal(s) – NO corporate names	
Phone Number	

Email Address	
11. Applicant Name	
Phone Number	
Email Address	

By REPLYING to and SENDING this email you are certifying:

1. There has been no change in ownership, location, or business activity,
2. That you understand this email is being presented and processed as a Richland County Business License Renewal Application for 2023,
3. That: (a) all information in this application is true and correct; (b) gross receipts are accurately reported with no unauthorized deductions or exemptions; (c) all building, electrical, plumbing, fire, and zoning codes are complied with; (d) all applicable licenses and permits are obtained; and (e) I understand this application is subject to being reviewed by all applicable departments to assess compliance with all Richland County requirements applicable to this business.

Step 3: Click the Send button. Sending this reply email is how the renewal form is submitted.

Next Steps:

- After our office receives your REPLY email, we will process the information and calculate the business license tax due.
- We will send you an email with the amount due. (Please allow at least 10-15 business days to receive this email. We will get this email to you as soon as we can.)
- This email will also include instructions for paying online or by mail.