



APPLICATION FOR BUSINESS LICENSE  
FOR YEAR BEGINNING: MAY 1, 2025

APPLICATION FOR (CIRCLE ONE): NEW RENEWAL OUT OF BUSINESS ONE DAY/PER JOB

ACCOUNT NO \_\_\_\_\_ BUSINESS NAME \_\_\_\_\_  
STREET ADDRESS/BUS. LOC. \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CONTACT PHONE NUMBER \_\_\_\_\_  
OWNER/OFFICER \_\_\_\_\_ SOCIAL SECURITY #/FEDERAL ID # \_\_\_\_\_  
CONTRACTOR LICENSE # \_\_\_\_\_ CONTACT PERSON OTHER THAN OWNER \_\_\_\_\_  
DESCRIPTION OF BUSINESS \_\_\_\_\_ CONTRACTOR LIC # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

COMPUTATION OF REVENUE FOR BUSINESS LICENSE FEE  
PLEASE COMPLETE THIS FORM AND RETURN TO THE TOWN OF KERSHAW

YOU WILL NEED TOTAL GROSS RECEIPTS FROM THE PRECEDING CALENDAR YEAR ENDING DECEMBER 31, 2024 OR FOR THE LAST PRECEDING FISCAL PERIOD FROM: \_\_\_\_\_ TO \_\_\_\_\_ AS REPORTED TO THE INTERNAL REVENUE SERVICE. IF YOU ARE A NEW BUSINESS, YOU WILL NEED TO PROJECT YOUR TOTAL GROSS RECEIPTS FROM THE START DATE OF BUSINESS THROUGH DECEMBER 31, 2024.

A. \$ \_\_\_\_\_ GROSS RECEIPTS DUE BY: 03/15/25

OUR BUSINESS LICENSE OFFICER WILL CALCULATE FEES DUE BASED ON GROSS RECEIPTS. AN INVOICE WILL BE MAILED/E-MAILED TO YOU. YOU MAY EMAIL COMPLETED PAPERWORK TO: [BUSINESLICENSE@TOWNOFKERSHAWSC.GOV](mailto:BUSINESLICENSE@TOWNOFKERSHAWSC.GOV)

ALL RENEWAL LICENSE FEES PAID AFTER APRIL 30, 2025, WILL BE ASSESSED WITH A 5% PENALTY FOR EACH MONTH PAST DUE.

BUSINESS LICENSE FEES MAY BE PAID ONLINE AT: [WWW.TOWNOFKERSHAWSC.GOV](http://WWW.TOWNOFKERSHAWSC.GOV) or at [WWW.LOCALBLRENEWAL.COM](http://WWW.LOCALBLRENEWAL.COM)  
SEE ENCLOSED INSTRUCTIONS FOR ONLINE PAYMENTS. PAYMENTS CAN ALSO BE MADE IN THE OFFICE, IN PERSON OR MAILED. NO CREDIT CARD PAYMENTS WILL BE TAKEN VIA PHONE.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**FOR INTERNAL USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_ IN PERSON E-MAIL US MAIL MASC

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RATE CODE : \_\_\_\_\_ NAICS CODE: \_\_\_\_\_

## **BUSINESS LICENSE RENEWAL PAYMENT OPTIONS**

### **OPTION #1**

1. Receive renewal application in the mail from the Town of Kershaw.
2. Complete paperwork entirely, return via US mail or e-mail by 3/01/25.  
[businesslicense@townofkershawsc.gov](mailto:businesslicense@townofkershawsc.gov)
3. We MUST have your Federal Tax ID Number/Social Security Number to complete your business license application. No exceptions.
4. The Town of Kershaw will calculate your business license tax based on reported gross receipts for the prior calendar year.
5. Invoice will be mailed or e-mailed to you. Whichever you prefer.
6. You can pay your invoice via mail (check) or in person (check, credit, or cash). You may also pay through the Town of Kershaw website, [www.townofkershawsc.gov](http://www.townofkershawsc.gov). Steps to pay through this method are:
  - a. Access the Town of Kershaw website. [www.townofkershawsc.gov](http://www.townofkershawsc.gov)
  - b. Click on the "Payment" button.
  - c. From here, in the middle box (open invoices), you will need to enter your Customer ID & PIN #.  
You can find these on your invoice.
  - d. At this point, you will be directed to enter your card information and process payment.
7. Business License will be issued upon receipt payment or mailed.

### **OPTION #2**

1. Receive renewal application in the mail from the Town of Kershaw.
2. Access the renewal/online payment portal system by visiting:



3. You will need to create an account with username & password. We will not have access to this information.  
Please be sure that you keep this information stored for future use.
4. You will also be required to enter your Federal Tax ID/Social Security Number.
5. Complete the renewal application online. Your Business License fees will be calculated on this website.
6. Pay your fees online through this website.
7. Print or download your Business License directly from the portal. License will not be printed in our office.
8. If you currently pay multiple municipalities for business licenses, you may choose to pay all licenses through this site.