



**TOWN OF HILTON HEAD ISLAND  
REVENUE SERVICES DIVISION**  
One Town Center Court, Hilton Head Island, SC 29928  
Phone (843) 341-4677 Fax (843) 341-4637  
**2022 BUSINESS LICENSE RENEWAL FORM**  
**You may pay online at: [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)**

Account # 12345

Pin # 0

Local Rate Code : 07A

\$92.50 (MIN) + \$1.70 PER THOUSAND

**Mailing Address**

PROPERTY OWNER  
1 TOWN CENTER CT  
HILTON HEAD, SC 29928-2701

Current Information: Please verify that all information is correct

**Physical Address**

Owner : PROPERTY OWNER  
Business Name : SAMPLE  
Location: 1 TOWN CENTER CT  
HILTON HEAD, SC 29928-2701  
Phone # : (843) 222-3333  
Type of Business: Real Estate

**I will not be conducting business on HHI in 2022**

**Reason:** \_\_\_\_\_

**Business closed:** Date of closure : \_\_\_\_\_ (Sign below and return form)

**Business sold :** Date of sale : \_\_\_\_\_ Sold to : \_\_\_\_\_ Phone : \_\_\_\_\_

**An incomplete form will delay the issuance of your business license.**

**Your Renewal is due April 30th, 2022**

**Penalties Begin, May 1, 2022**

1. **Calculate your fees :** Using your **gross** income figure and the rates printed on the above right side of this form, complete the following:

\* Notice for out-of-town contractors and businesses - use only the gross income from business or profession generated in the Town of Hilton Head Island.

**Please use gross receipts, sales, rental, royalties as reported on Federal Income Tax Return (all information received subject to audit)**

a. Amount of <b>gross</b> income, round up to next even thousand : \$ <u>100,000</u>	Use this column	\$ _____
Example : \$250,225 - \$251 (thousands)		\$ _____
b. Minimum payment for 1st \$2,000 <b>gross</b> income :	\$ <u>92.50</u>	\$ _____
c. Subtract \$0 - \$2,000 from your <b>gross</b> , *		\$ _____
balance is \$ <u>98</u> x \$1.70 PER THOUSAND	\$ <u>166.60</u>	\$ _____
* Example : \$251 - \$2 = \$249 x rate		\$ _____
d. Taxi sticker(s): # _____ x \$25.00 per sticker	\$ _____	\$ _____
e. Amusement machine stickers(s): # _____ x \$12.50 per sticker	\$ _____	\$ _____
f. Pool table stickers(s): # _____ x \$5.00 per sticker	\$ _____	\$ _____
g. <b>Penalties are calculated as follows: 5% of the unpaid amount...for each month or portion thereof after the due date until paid. Additionally, delinquent businesses may be subject to a \$1092.50 municipal summons.</b>	\$ _____	\$ _____
h. <b>Total Amount Due</b> (payable to <i>Town of Hilton Head Island</i> ) (lines b - g)	\$ <u>259.10</u>	\$ _____

2. State of South Carolina license number (if applicable) # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
If a retail business, give SC Retail Tax # \_\_\_\_\_

3. **You are required to notify the Business License Office of any changes or corrections immediately.**

**NOTE :** This business must be in compliance with all other applicable ordinances.

I certify that the information stated above is true and correct, that the gross income is accurately reported, without any unauthorized deductions, and that all assessments and personal property taxes due and payable to the town and county have been paid. I understand that the Town ordinance provides for penalties and license revocation for making false or fraudulent statements on this renewal, I consent to the release of information on this form as a part of the business license audit review process.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

