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Local Business License Renewal Center – Answers to your questions about setup

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Municipal Association of SC

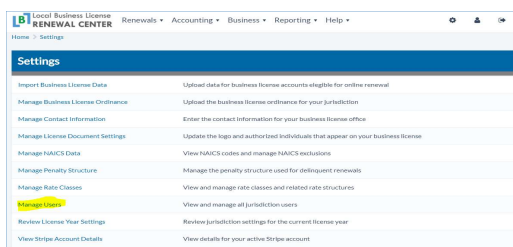
MASC Municipal Association of South Carolina

Managing Users

- **Main Contact**
 - Users with this role will have access to all tasks in the participant portal.
 - There will be one user with this role for each licensing jurisdiction. This role can only be assigned by an administrative user in the administrative portal.
 - For the purposes of this document, the Administrator and Main Contact roles are equivalent, unless explicitly stated.
- **Administrator**
 - Users with this role will have access to all tasks in the participant portal.
 - There can be two users with this role for each participant. This role can only be assigned by the main contact user for the licensing jurisdiction in the participant portal.
- **Approver**
 - Users with this role will have access to perform tasks related to processing business license requests within the participant portal.
- **Reviewer**
 - Users with this role will have restricted access within the participant portal

MASC Municipal Association of South Carolina

Managing Users



Jurisdiction Users Active: 1

User Name	Name	Role	Active?	Last Login
LocalBAC+Hollywood@gmail.com	Fran Adcock	Main Contact	Yes	1/28/2021 2:58:27 PM

Add Jurisdiction User

Email Address:

Role:

First Name:

Last Name:

Title:

Phone Number:

Stripe

- Initial Setup – Contact Information
- Manage Stripe Account
 - Requirements, same as bank account
- ACH approval
 - Accepting Terms of Service
 - ACH transaction waiting period, 120 days from 1st transaction
- Transaction fee paid by the business is 2.9% + .30 per credit card transaction. .08% per with a \$5.00 cap per ACH transaction.

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Local Business License RENEWAL CENTER Renewals ▾ Accounting ▾ Business ▾ Reporting ▾ Help ▾

Today is 2/1/2022

Town of Woodford **License Year**
2022-2023

Stripe Account

Woodford is not connected to a Stripe account. An account must be connected before business license renewals can be processed and payment can be received.

Before connecting with Stripe, your jurisdiction contact information must be completed.
[Manage Contact Information](#)

[Connect with Stripe](#)

Local Business License RENEWAL CENTER Renewals • Accounting • Business • Reporting • Help •

Home > Contact Information

Contact Information

Business license contact information will be provided to users of the Local Business License Renewal Center as the primary method of contact for Woodford. This information will be available during the license renewal process and will also be included in any email correspondence to business users.

Business License Contact		Address	
Name		Physical Address	
Phone		Mailing Address	
Email			
Website			

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Home > Contact Information > Edit

Edit

Business License Contact		Mailing Address	
Name		Use Physical Address	<input type="checkbox"/>
Phone		Street Address 1	
Email		Street Address 2	
Website		City	
		State	
		ZIP Code	
		Country	United States

Physical Address	
Street Address 1	
Street Address 2	
City	
State	
ZIP Code	
Country	United States

Save Cancel

ACH Terms of Service

The conditions of the Stripe ACH Terms of Service have not been marked as complete for your Stripe account. Go to your Stripe account details and follow the directions given related to the ACH Terms of Service. Once the terms have been accepted, mark this task as complete.

[Manage your Stripe Account](#)

Active Stripe Account

Account Information		Charge Details	
Account ID	acct_1561803ADG00000007258	Statement Description	
Email Address	Local Business License Renewal Center	Customer Support Phone	
Business Name		Merchant Category	Service/Repair
Business Website		Code	Test Mode
Charge Enabled	True	Description	Test Mode
Local Business License Renewal Center		Merchant Category Information	
Connected On	10/19/2022	ACH Limits	Discontinued on 10/19/2022
Initial Payment		Limit per Transaction	\$0.000000
		Limit per Week	\$0.000000
		Total This Month	\$0.00

Disconnect Stripe Account

Your Stripe account is connected to the Local Business License Renewal Center. To disconnect a different Stripe account, you must first disconnect this account.

[Disconnect your account](#)

ACH Terms of Service

Before you can connect payments from businesses using bank accounts, you must review and accept the Stripe ACH Terms of Service. We will send you an email with a link to the terms. The terms will help you determine if this needs to be connected to your Stripe account. After review, you will be prompted to accept the ACH terms of service.

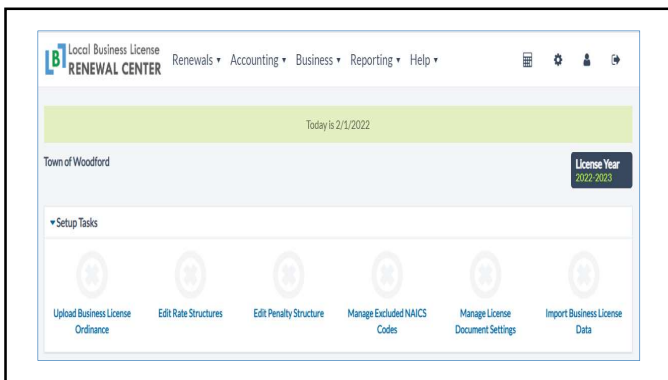
To accept the terms of service, you will need to sign into your Stripe account. Once you have been redirected to Stripe, mark this task as complete.

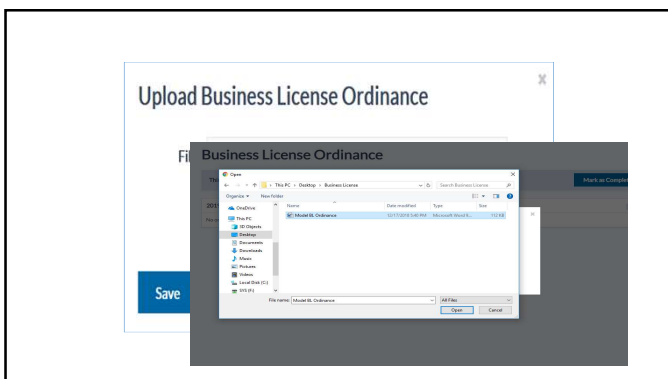
Mark as Complete

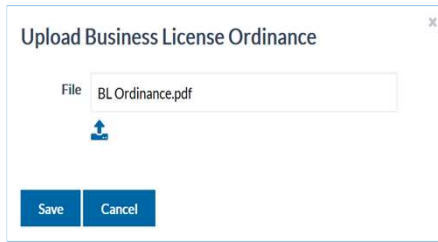
Upload BL Ordinance

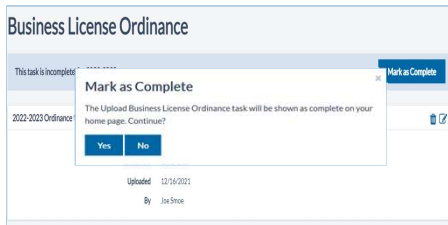
- During the participant startup period, the user will be prompted to upload a copy of the business license ordinance.
- The user can select a document (PDF, Word, Jpeg, PNG) to upload.
- If a document already exists for the current year, the user will be prompted to confirm that the uploaded document will replace the existing document.











Enter Rates

- The new business license law requires that all cities and towns use a standardized class schedule based on NAICS codes.
- The Revised Model Business License Ordinance, Classes 1 – 7 are the required standard classes based on NAICS, and Class 8 contains businesses for which state law requires special business license treatment.
- The user will enter rates for each class and will be prompted to verify the accuracy of each entry.

Local Business License
RENEWAL CENTER

Renewals • Accounting • Business • Reporting • Help •

Today is 2/1/2022

Town of Woodford

License Year
2022-2023

▼ Setup Tasks

- Upload Business License Ordinance
- Edit Rate Structures
- Edit Penalty Structure
- Manage Excluded NAICS Codes
- Manage License Document Settings
- Import Business License Data

Rate Classes

This task is incomplete for 2019-2020. [Mark as Complete](#)

The Richland County uses standard rate classes for 2019-2020.
[Use Custom Rate Classes](#)

Available Actions
Tax Calculator
Locate NAICS Code Class

Name	NAICS Count	Date Updated	Verified	Documentation Required
Class 1	64	1/30/2019	No	No
Class 2	73		No	No
Class 3	360		No	No

Class 1

The rate structure for Class 1 has not been verified.
[Verify Rate Class](#)

Available Actions
Manage Rate Structure
Require Supporting Documentation

Code	Title	Classified On
111110	Soybean Farming	1/7/2019
111120	Oilseed (except Soybean) Farming	1/7/2019
111130	Dry Pea and Bean Farming	1/7/2019
111140	Wheat Farming	1/7/2019
111150	Corn Farming	1/7/2019
111160	Rice Farming	1/7/2019
111191	Oilseed and Grain Combination Farming	1/7/2019
111199	All Other Grain Farming	1/7/2019

Rate Structure

Amount	Per	Up To
No results found.		

Page 0 of 0 (0 items)

Add Rate

Amount \$ 35.00

Per \$ 2,000.00

Up To \$ 2,000.00

Save Cancel

Home > Rate Classes > Class 1 > Rate Structure

Rate Structure

	Amount	Per	Up To
	\$35.00	\$2,000.00	\$2,000.00
	\$1.10	\$1,000.00	\$1,000,000.00
	\$1.05	\$1,000.00	\$2,000,000.00

1

Page 1 of 1 (3 items)

Available Actions

Verify Rate Structure

Home > Rate Classes > Class 1 > Rate Structure > Verify Rate Structure

Verify Rate Structure

To verify the rate structure, calculate the tax amount for \$2,002,765.00 and enter it below.

Amount	Per	Up To
\$35.00	\$2,000.00	\$2,000.00
\$1.10	\$1,000.00	\$1,000,000.00
\$1.05	\$1,000.00	\$2,000,000.00

Taxable Income \$2,002,765.00

Calculated Tax Amount \$ 2,182.80

Verify Cancel

2020-2021 Rate Classes					
Standard					
Name	NAICS Count	Date Updated	Verified	Documentation Required (Inside)	Documentation Required (Outside)
Class 1	174	10/18/2019	Yes	No	No
Class 2	477		No	No	No
Class 3	173		No	No	No

Rate Classes

License Year: 2020-2021 Status: Open

✓ This task is complete for 2020-2021.

The Town of Tatum uses standard rate classes for 2020-2021.

[Use Custom Rate Classes](#)

2020-2021 Rate Classes

Standard					
Name	NAICS Count	Date Updated	Verified	Documentation Required (Inside)	Documentation Required (Outside)
Class 1	174	10/18/2019	Yes	No	No

Enter Penalty Structure

- The portal is set at a 5% penalty per month beginning May 1. This is based on the model ordinance.
- If your penalties are 5%, select mark as complete.
- To make changes to the penalty structure select Use Custom Penalties and set it accordingly.

Penalty Structure

License Year: 2022-2023
Status: Open

This task is complete for 2022-2023.

Mark as Incomplete

The City of Anderson uses standard penalties for 2022-2023.

Use Custom Penalties

Available Actions

Calculate Penalty

2022-2023 Penalty Structure

Standard

Delinquent Date	Fined Penalty	Percentage Penalty
6/1/2022	\$0.00	5.00%

Excluding NAICS

- MASC will preload NAICS excluded by state law.
- Mark as complete if the jurisdiction does not have additional NAICS exclusions.
- To add NAICS exclusions, the jurisdiction will enter exclusions manually.
- Excluding a NAICS will prevent businesses classified under the NAICS from using the renewal center.

Municipal Association of South Carolina

The following NAICS codes are unavailable for online renewal.

2022-2023 NAICS Exclusions

Search

Code	Title	Excluded On
No results found.		

Page 1 of 0 (0 items)

Available Actions

Upload NAICS Exclusions

Add NAICS Exclusion

2022-2023

Enter one or more NAICS codes, separated by commas. These NAICS codes will be unavailable for online renewal.

NAICS Codes

111110

Available Actions

Add NAICS Codes by Prefix

Save

Cancel

NAICS Exclusions

This task is complete for 2022-2023.

Mark as Incomplete

The following NAICS codes are unavailable for online renewal.

Available Actions

Upload NAICS Exclusions

2022-2023 NAICS Exclusions

Code Title Excluded On

☐ 111110 Soybean Farming 10/9/2022

1

Page 1 of 1 (1 item)

The following NAICS codes are unavailable for online renewal.

Available Actions

Upload NAICS Exclusions

2022-2023 NAICS Exclusions

Code Title Excluded On

☒ 111110 Soybean Farming 10/9/2022

1

Page 1 of 1 (1 item)

Document Settings

- The renewal center will issue a standard business license which will include the jurisdiction logo, signature of the business licensing official(s), and footer text if needed.
- You need to upload the logo and signatures.
- To do this, select Manage License Document Settings.

License Year: 2022-2023 Status: Open

This task is incomplete for 2022-2023.
Mark as Complete

Municipality Logo

No Logo

Available Actions

Preview Business License

Upload Logo

Logo Image


*.jpg, *.jpeg, *.png

Save Cancel


License Document

Upload Logo

Municipality Logo



Authorized Individual

Name: Fran Adcock
Title: Director
Signature: 


License Document Settings

License Year: 2022-2023 Status: Open

This task is incomplete for 2022-2023.

Mark as Complete


Municipality Logo



Authorized Individual

Name: Fran Adams

Title: Business License Administrator

Signature: 

Authorized Individual

Name: Cathin Coltrani

Title: Manager

Available Actions

Previous Business License

Mark as Complete

The Manage License Document Settings task will be shown as complete on your home page. Continue?

Yes

No



City of Anderson

BUSINESS LICENSE

2022-2023

May 1, 2022 - April 30, 2023

ACME Business

DBA ACME

John Doe

123 Main Street

Anderson, SC 29000

NAICS: 999999

Account: 1234567

Description: This is the description of the business.



Fran Adams, Business License Administrator



Cathin M. Coltrani

Cathin Coltrani, Manager

THIS MUST BE CARRIED ON YOUR PERSON.

MASC

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Business License Account Data

- MASC will provide an Example Business License Accounts File. Once the license account file has been downloaded from the jurisdiction's software in the correct format, it can be uploaded to the renewal center.
- Manual Entry – if the jurisdiction does not upload an account file, manual entry by the businesses must be allowed.
- Renewal Center is open for testing of the account file until November 30.
- Save the file. You will need to upload it again in January.

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Business License Data

License Year: 2022-2023 Status: Open

This task is incomplete for 2022-2023. [Mark as Complete](#)

Manual License Account Entry

The license accounts below are available for renewal in the Local Business License Renewal Center. When manual license account entry is enabled, a business user may enter detailed information for additional license accounts for online renewal.

Manual license account entry is currently **disabled**. [Change this setting](#)

Account ID	Business Name	Tax ID Last 4	NACCS
10591	Travel Inc	1214	561599
11403	Property Stuff	1261	221112
11700	Office Stuff	1219	453210
11744	Finance Inc	1212	532420

2022-2023 Imported License Accounts

Available Actions

[Upload Business License Accounts](#)

Business License Data

License Year: 2022-2023 Status: Open

This task is incomplete for 2022-2023. [Mark as Complete](#)

Manual License Account Entry

The license accounts below are available for renewal in the Local Business License Renewal Center. When manual license account entry is enabled, a business user may enter detailed information for additional license accounts for online renewal.

Manual license account entry is currently **disabled**. [Change this setting](#)

Enable manual license account entry?

[Yes, Add them](#) [No](#)

[Enable](#) [Cancel](#)

Account ID	Business Name	Tax ID Last 4	NACCS
10591	Travel Inc	1214	561599
11403	Property Stuff	1261	221112
11700	Office Stuff	1219	453210
11744	Finance Inc	1212	532420

2022-2023 Imported License Accounts

Available Actions

[Upload Business License Accounts](#)

Business License Data

License Year: 2022-2023

Status: Open

This task is incomplete for 2022-2023.

Mark as Complete

Manual License Account Entry

The license accounts below are available for renewal in the Local Business License Renewal Center. When manual license account entry is enabled, a business user may enter detailed information for additional license accounts for online renewal.

Manual license account entry is currently **disabled**. [Change this setting.](#)

2022-2023 Imported License Accounts

Search

Account ID

Business Name

Tax ID Last 4

NAICS

10591

Travel Inc.

1214

561599

Available Actions

Upload Business License Accounts

Upload Business License Data

2022-2023

Select a CSV file that contains all business license accounts.

File Format Details

Important Information

- An example accounts file can be downloaded from the available actions.
- The 1st record in the file will be skipped as a header record.
- The selected file should contain only business license accounts that are eligible for online renewal.
- During the upload, all existing business license accounts without a pending or submitted renewal request will first be removed.
- If the selected file contains no business license accounts, no accounts will be created.

Available Actions

Download Example Accounts File

View NAICS Data

View Countries

View U.S. States/Territories

Accounts File

CSV

0

Save

Cancel

Prior Uploads

Date	File Name	User	Accounts
7/26/2022 9:39:20 AM	ExampleAccountFile (2).csv	Lisa Holden	1

Confirm Business License Data

2022-2023

There are currently 27 business license accounts for Anderson in 2022-2023.

If this pending upload is confirmed, the actions listed below will be taken, **leaving Anderson with 28 business license accounts in 2022-2023.**

If removed, the pending upload will be deleted without affecting any accounts.

Upload Action Descriptions

Pending Upload

File Name

Test BL File.csv

Uploaded

10/9/2022 6:38:32 PM

Uploaded By

[REDACTED]

Number of Accounts

28

Upload Actions

Accounts to be Added

0

Accounts to be Updated

28

Accounts to be Removed

0

Unaffected Accounts

0

Confirm Upload

Remove Upload

14

Business License Data

License Year: 2022-2023 Status: Open

This task is incomplete for 2022-2023.

Mark as Complete

Business License Data Import

An upload of business license data has been confirmed and is being processed. When processing is complete, you will receive an email with the results.

Once the email is received, review the business license data and mark the task as complete.

2022-2023 Imported License Accounts

Search

Account 1

Business Name

Tax ID Last 4

NAICS

Available Actions

Account Upload is Processing

10591	Travel Inc.	1214	561599
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Questions?

MASC

Municipal Association of South Carolina

Contacts

Fran Adcock (fadcock@masc.sc)

Revenue Analyst

Caitlin Cothran (ccoathan@masc.sc)

Manager for Local Revenue Services

Anita Lancaster (alancaster@masc.sc)

Revenue Analyst

Kaylee Summerton (ksummerton@masc.sc)

Revenue Analyst

MASC

Municipal Association of South Carolina

Resources

Municipal Association of SC's
Business License Handbook

www.masc.sc

keywords: business license,
SC Business Licensing Officials Association