

The following includes important information about the renewal of your City of Seneca Business License – Please read carefully.

Non Resident Annual (NRA) Business Owner

HOW TO KEEP YOUR BUSINESS ON AN ANNUAL PAYMENT STATUS & AVOID PENALTIES

The City of Seneca's 2021 business licenses will expire on April 30th. In order to keep your business on an Annual Payment Status, the business license must be paid by April 30th. **Any licenses not renewed by April 30th will be considered out of business.** To change your license back to an Annual Payment Status (NRA), the business license fee and any past due penalty amounts will need to be paid.

*To avoid paying penalties, please pay before April 30th.
5% Late Penalty Fees will be added each month until business license is paid.*

CALCULATION OF GROSS RECEIPTS

When calculating your gross receipts, please round gross receipts up to next thousand before calculating your business license fee. Ex: if your gross receipts are \$41,329, round up to \$42,000 before calculating the business license fee.

Declining rates apply in all classes for gross income in excess of \$1,000,000, unless otherwise specifically provided for in this ordinance. **Please call for assistance in calculating gross receipts over \$1 (one) million.**

*The City of Seneca realizes that a businesses' financial information is confidential.
It is the City's policy to keep all financial information on
all business licenses confidential as well.*

If you have any questions, please contact the Finance Office (see below):

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Fax: 864-885-2701

City Hall Hours: Monday – Friday 8:00 am – 5:00 pm