



STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE  
**AFFIDAVIT FOR NONPROFIT PRIVATE CLUB RENEWAL**

**MAIL TO:** South Carolina Department of Revenue, ABL Section, 301 Gervais Street, PO Box 125, Columbia, SC 29214-0907.

ORGANIZATION/PRIVATE CLUB NAME \_\_\_\_\_

ORGANIZATION/PRIVATE CLUB ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ ZIP \_\_\_\_\_

Personally appeared before me \_\_\_\_\_, who being duly sworn states that he/she is an authorized officer for the above named organization/private club and that such organization/private club is being operated on a nonprofit and limited membership basis.

Sworn to and subscribed before me

this \_\_\_\_ day of \_\_\_\_\_ year of \_\_\_\_\_

\_\_\_\_\_  
Notary Public for South Carolina

\_\_\_\_\_  
Signature and Title of Authorized Officer

\_\_\_\_\_  
My Commission Expires

**THIS SECTION TO BE COMPLETED BY YOUR BOOKKEEPER OR ACCOUNTANT**

It is hereby certified that the undersigned is a bookkeeper or accountant and that the undersigned is familiar with the above-referenced organization/private club, has examined the books and records thereof, and is of the professional opinion that said organization/private club has operated as a bonafide nonprofit organization for the preceding fiscal year.

\_\_\_\_\_  
Signature of Bookkeeper/Accountant

**NOTE:** In accordance with Department of Revenue Regulation 7-401.4, please be advised that it will be necessary for you to file the following information with your renewal:

1. A financial statement and a profit and loss statement (you may use the financial form attached), signed by an authorized officer of the organization/private club, for the latest calendar year or fiscal year. **YOUR LICENSE WILL NOT BE RENEWED WITHOUT THIS FORM.**
2. Any change in the organization/private club's constitution, articles of incorporation, bylaws and membership effected during the preceding twelve (12) months.

# Profit and Loss Statement

Name of business: \_\_\_\_\_

Fiscal year or calendar year: \_\_\_\_\_

<b>Income</b>		<b>Total</b>	<b>%</b>
Memberships dues	_____	_____	_____
Opening inventory	_____		
Ending inventory	_____	_____	_____
<b>Gross profit</b>		_____	_____

## Operating expenses

Advertising	_____
Auto expenses	_____
Contributions	_____
Depreciation	_____
Entertainment	_____
Temporary help	_____
Freight	_____
Insurance	_____
Interest	_____
Laundry	_____
Legal, professional	_____
Licenses	_____
Miscellaneous	_____
Office expense	_____
Rent	_____
Repairs	_____
Taxes - Payroll	_____
Taxes - Sales	_____
Supplies	_____
Trade dues	_____
Traveling expenses	_____
Utility	_____
Wages	_____

<b>Net profit</b>	_____
<b>loss</b>	( _____ )