



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: _____

Income		Total	%
Memberships dues	_____	_____	_____
Opening inventory	_____		
Ending inventory	_____	_____	_____
Gross profit		_____	_____

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	_____

Net profit	_____
loss	(_____)