
Secretary of State
Mark Hammond
Business Filings Division



South Carolina Business One Stop

What is South Carolina Business One Stop (SCBOS)?


- The SCBOS website (www.scbos.sc.gov) is a one-stop place to obtain licenses, permits, and registrations (LPRs) required for doing business in South Carolina.
 - The goal of SCBOS is to reduce the red tape associated with opening a business and simplify what was once a complicated and time-consuming process.
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What is SCBOS?

- The site is also a one-stop business resource guide. It serves as a primary source of information and is a convenient starting place for entrepreneurs seeking guidance in opening a business in South Carolina.
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SCBOS Website

www.scbos.sc.gov




South Carolina Business One Stop

South Carolina's Business Portal

Login Sign Up







Friday, March 15, 2013

- Welcome to SCBOS
- Start Your Business
- Run Your Business
- SCBOS Library
- SCBOS Community



Pay State UI online through SCBOS!

Welcome to SCBOS

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What's New

News from SCBOS - Information for Business

[Unemployment Insurance Fraud Costs You Money](#)

[Assistance for Third Party Business Service Providers](#)

[Safeguard Your Business Tax Records](#)

[Who Is and Isn't a DEW Single Filers](#)

Information Regarding Cyber Attack at SC Department of Revenue

Want to File - Click Below:

- [SC DOR W2 Portal](#)
- [SCDEW UCE-101/120 Quarterly Filings \(File and Pay Unemployment Insurance\)s](#)
- [SCDEW NET-101 Request for Separation Information \(Employer Reply to Unemployment Claims\)](#)

Twitter Headlines

- Reminder: @SCDOR Accommodations Tax Seminar in Myrtle Beach 2/28 - topics also include local, liquor, & use taxes <http://t.co/OGxekaUHpF> 18 days ago
- Your #biz model - is it still working for you? You may need to innovate, not new products but rather a new model! <http://t.co/mkA54B9qzT> 18 days ago

Why was SCBOS created?

- Provide single point of entry for a business to navigate through the maze of setting up a new business or adding an existing business through SCBOS
 - Save time for the business community
 - Offer convenient 24-hour access to information and filing capabilities
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SCBOS Mission Statement

The SCBOS Mission

South Carolina Business One Stop will enhance the business climate in South Carolina by providing a **single web portal** through which **businesses** will be able to electronically meet **State requirements** for **registration, licensing, permitting, and filing reports and returns**. The **portal** will also provide an avenue for **businesses** to obtain **information** and to receive **assistance** from the **State**.

Meeting the Mission

The SCBOS portal includes many of the top business filings in the state. In July 2008, SCBOS conducted a study to determine the most filed business forms in the state. Based on the results of that study, SCBOS has and will be focusing on bringing on additional top filings in the state.

Additionally, in late spring/early summer 2008, SCBOS conducted a marketing survey of its users. Respondents provided great insight into what their business needs are and how SCBOS could help meet them. The new site design and information reflect what SCBOS users have asked to see.

Additional information about SCBOS web site, security, and privacy policies may be found in the links located at the very bottom of the page.

SCBOS Business Goals

- Support business growth in South Carolina, especially for small businesses
- Offer improved, user-friendly customer service for new and existing businesses
- Improve the accuracy and streamline the flow of business information.
- Shorten the timeframe for the registration and payment process
- Increase productivity for businesses
- Increase revenue to the state
- Increase productivity for state agencies
- Enhance the partnership of sponsoring agencies
- Increase efficiency and effectiveness
- Extend productivity gains to counties and municipalities in the future

The Origins of SCBOS

- The Secretary of State's Office was an original partner agency when SCBOS began in 2005. The SCBOS website was launched March 5, 2005. This first “go live” was a soft launch establishing the website as an information and resource site for businesses.
 - The “official” launch was on May 24, 2005, and enabled businesses to register for Licenses/Permits/Registrations for a number of state agencies.
 - The Office of the Secretary of State (SOS), Department of Revenue (DOR), and the Employment Security Commission (ESC) were the initial state agency partners. The Department of Health and Environmental Control (DHEC) was added in October 2005.
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How is SCBOS funded?

- SCBOS receives the twenty percent late filing fee penalty assessed by the Department of Revenue for delinquent tax filers pursuant to legislation enacted in 2005.

Funding of SCBOS

- S.C. Code Section 12-55-70. The proceeds of the collection assistance fee must be credited to a special account within the department and must be used to fund the South Carolina Business One Stop (SCBOS) program within the department. Any excess proceeds of the collection assistance fee above the amount required to fund the SCBOS program must be credited to the department to be retained and expended for use in budgeted operations.
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SCBOS Agency Partners 2013

- Office of the Secretary of State
- Department of Revenue
- Department of Consumer Affairs
- Department of Health & Environmental Control
- Department of Commerce
- Department of Employment & Workforce

Secretary of State's Partner Page

SOS Services

Services of the Secretary of State's Office provided via SCBOS include reserving/registering/adopting business names; establishing business entities; and submitting filings to inform the Secretary of State's Office about changes to your business.

Open 24/7

Through SCBOS, users can register their business from the convenience of their home or office 24 hours a day, 7 days a week.

This convenience allows business men and women to perform more important tasks such as promoting their services, opening their doors, or hiring employees.

Access Forms

Click here to access forms offered by the [Secretary of State's Office](#)



"South Carolina Business One-Stop has changed the way we conduct business in our state. This online system streamlines access to government information, saves time, and removes bureaucracy – making government more user-friendly and convenient. I am particularly proud of this project not only for its innovation, but for the collaborative effort that brought it to fruition. SCBOS is a shining example of what can be achieved when public and private entities join forces."

The Honorable Mark Hammond, South Carolina Secretary of State



More SOS Information

Visit the South Carolina Secretary of State's Office's [Website](#)

Visit the Secretary of State's [Business Filings](#)

SOS on SCBOS

[SOS-SCBOS Frequently Asked Questions](#)

[What can I file on SCBOS?](#)

[SOS-SCBOS Checklists](#)

Contact SOS

Physical and Postal Address:









Edgar Brown Building
1205 Pendleton Street
Suite 525
Columbia, SC 29201

Phone: 803-734-2158

Secretary of State's Office & SCBOS

- Reserve or register your business name
 - Start your new business
 - Make changes to your existing business
 - Dissolve your domestic corporation
-

Secretary of State's Forms on SCBOS

| Form Name | Form Number | Description/Notes |
|---|-------------|---|
| Articles of Organization | | This form is used to organize the LLC under the laws of South Carolina.  |
| Application for a Certificate of Authority to Transact Business | | This form is used by a foreign corporation to apply for a Certificate of Authority to transact business in the state of South Carolina.  |
| Articles of Incorporation | | This form is used to incorporate the nonprofit corporation. If the organization is a Political Association, you are required to submit a CL-1 Form with an additional \$25 fee.  |
| Notice of Change of Registered Office or Registered Agent | | This form should be used to change the address of the registered office or to change the registered agent of the corporation.  |
| Change of Designated Office, Agent for Service, or Address | | This form should be used to change the address of the designated office of the LLC, the registered office where the registered agent may be found or to change the registered agent of the LLC.  |
| Articles of Dissolution | | This form is used to dissolve the corporation - DOMESTIC Corporations only.  |
| Application to Reserve A LLC Name | | This form is used to reserve a name for a domestic LLC prior to organization. The name may be reserved for a nonrenewable 120-day period. If you are ready to organize, you may file articles of organization without first filing an application to reserve a name.  |
| Articles of Incorporation for a Statutory Close Corporation | | This form is used to incorporate your entity as a statutory close corporation. A CL-1 Form must also be included with the Articles of Incorporation. You may submit a total payment of \$135 to the Secretary of State's Office.  |

Most Popular Secretary of State's Office Filings on SCBOS


- Articles of Incorporation 16%
 - Certificate of Authority for Foreign LLC 20%
 - Reservation of a Corporate Name 23%
 - Articles of Organization for LLC 25%
 - Certificates of Authority for Corporation 25%
 - Registration of Domestic LLP 37%
-

Links to Partner Agencies



South Carolina Business One Stop



South Carolina's Business Portal

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SCBOS Library » Forms Directory

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Looking for a state business form? You'll find it in the SCBOS business forms directory listed by responsible agency.

| | |
|---|---|
| SC Department of Revenue | SC Secretary of State |
| SC Department of Health and Environmental Control | SC Department of Employment and Workforce |
| SC Department of Consumer Affairs | SC Office of Regulatory Staff |
| SC Department of Motor Vehicles | Clemson Department of Plant Industry |
| Other Agencies | |

SCBOS Help Center

SCBOS is here to help you! We offer five support options through our Help Center, including Live Support, Monday-Friday, 8:30 am to 4:45 pm.



Visit our [Help Center](#) for additional information!

SCBOS Calendar

Missing filing due dates, workshops, or training opportunities? Check the [SCBOS Calendar](#) for a listing of important dates! You can even add the date to your desktop calendar by clicking on the "Export Event to Desktop Event" option in the event details!

Department of Revenue Forms

Palmetto Tree Icon Denotes SCBOS Forms






| SC Department of Revenue business forms may be found at http://www.sctax.org/Forms+and+Instructions/default.htm | | |
|--|-------------------------|--|
| Form Name | Form Number | Description/Notes |
| Sales Tax and Use Tax Payments | ST-3 | For paying SC Sales and Use Tax for registered Sales Tax payers.  |
| SC Withholding Payments | WH-1601 | NOTE: If you submit 24 withholding payments or more in a year, you must pay electronically  |
| Exempt Organization Business Tax Return | SC990-T | Every corporation or unincorporated entity operating in South Carolina that is required to file federal Form 990-T to report unrelated business income must file SC990-T with the South Carolina Department of Revenue. |
| Change of Address/Business Location | SC8822 | Complete this form to notify the South Carolina Department of Revenue of a change of name/address and/or business location for an individual or business. |
| Partnership Return | SC1065 | Return is due on or before the 15th day of the fourth month following the close of the taxable year. |
| Liquor By The Drink Excise Tax Report | L-2172 | This report is to be filed within 20 days from the close of each month. |
| Solid Waste Excise Tax Return | ST-390 | The Solid Waste Excise Tax Return - Form ST-390 is to be filed by tire and battery retailers and/or motor oil and white good wholesalers and is due the same time the ST-3/State Sales Tax Return is due. |
| Account Closing Form | C-278 | Complete this form if the business is sold, closed permanently or no longer has employees. |
| Fiduciary Income Tax Return | SC1041 | File this Return by the 15th Day of the 4th Month after close Taxable Year. |
| Motor Carriers Property Tax Return | PT-441 | Motor Carrier is defined as; A person who owns, controls, operates, manages or leases a motor vehicle or bus for transportation of property or persons in intrastate or interstate commerce except for scheduled intercity bus service; and is either: 1. a South Carolina based International Registration Plan registrant; or, |

Department of Health and Environmental Control Forms




SCDHEC Top Used Forms

See [DHEC business forms](#) on the DHEC web site.

| Form Name | Form Number | Description/Notes |
|---|-------------|---|
| Application for Retail Food Establishment Permit | |  |
| Application/Permit to Construct Sewage Treatment | DHEC 1932 | |
| Construction Permit Application-Drinking Water/Wastewater | DHEC 1970 | |
| Asbestos Abatement Project License Application | DHEC 3430 |  |
| Notification of Non-Friable Asbestos Abatement | DHEC 3654 |  |
| Notification of Residential NonFriable Asbestos Abatement | DHEC 3653 |  |
| Demolition License Application | DHEC |  |
| Application For Subdivision Approval | DHEC 1786 | |
| Inpatient - Outpatient - Residential Living | | See http://www.scdhec.gov/health/licen/forms.htm |




Department of Employment and Workforce Forms

These are the top used business filings for the South Carolina Department of Employment and Workforce. Please see the DOR link below for a complete listing of all DOR business forms.

 - The Palmetto Icon refers to a filing that may be filed online using SCBOS.



The Top Used SCDEW Business Forms


| <u>SCDEW Business Forms</u> | | |
|--|-------------|---|
| Form Name | Form Number | Description/Notes |
| Employer Quarterly Wage Reports | UCE-120 |  |
| Employer Quarterly Contribution Report | UCE101 |  |
| Low Earnings & Partial Claim Report | UCB 114 |  |
| Employer Report of Change | UCE-101S | |
| Employer Status Report | UCE-151 | |
| Request for Appeal | APP-100 | May be downloaded and filled out. |
| Request for Higher Authority Appeal | APP-111 | May be downloaded and filled out. |

Department of Consumer Affairs Forms



SC Department of Consumer Affairs Most Used Business Forms

SC Department of Consumer Affairs business forms may be found at
<http://www.scconsumer.gov/licensing.htm>

| Form Name | Form Number | Description/Notes |
|--|-------------|---|
| Renewal of Prepaid Legal Services Representative | | The Prepaid Legal Services Act requires that all companies selling prepaid legal services plans in South Carolina be licensed by the Department of Consumer Affairs. Individuals selling plans must also be licensed. The company filing fee is \$800.00 annually and \$40.00 a year for individuals. |
| Initial Preneed Funeral Contracts - Guaranteed | | |
| Maximum rates - Credit Sales - Renewal | |  The Consumer Protection Code Revision Act of 1982 requires that all creditors who wish to charge an Annual Percentage Rate (APR) in excess of 18% must file a Maximum Rate Schedule (MRS) with the S.C. Department of Consumer Affairs. A Maximum Rate Schedule must also be posted in the creditor's place of business. The filing fee is \$40.00. <i>Available on SCBOS!</i> |

Clemson Department of Plant Industry

Business Forms


Application for Certified Turfgrass


Seed Certification Application

Seed Conditioner Application

QA Application

Fertilizer Registration

Fertilizer Permit 

Lime Permit 

Lime Product Registration

Soil Amendment

Farm Application

Processor Application

Livestock Application

Poultry Application

Online Tutorials



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Welcome to SCBOS » SCBOS Help Center

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Forgot Your Password?

If you have forgotten your password, you can either

1. click on "forgot password" on the logon page
- OR -
2. contact SCBOS by [telephone](#).

NOTE: For security reasons, Email, Fax, & Chat are not options to reset your password.

Learn How to Use SCBOS!

New to SCBOS? Or do you want to do a new filing on SCBOS? Check out the listing below for FREE online webinars! Each webinar is an hour of end-to-end training on SCBOS filings. You'll learn tips, tricks, and shortcuts to completing your filings. Register today by sending an email to [SCBOS Training](#).

| Event Start | Event End | Title |
|--------------------|--------------------|---|
| 3/19/2013 9:00 AM | 3/19/2013 10:00 AM | Filing Wage & Contribution Reports (UCE 120/101) On SCBOS Webinar |
| 3/21/2013 10:00 AM | 3/21/2013 11:00 AM | Request for Separation Information (NET-101) Webinar |
| 3/26/2013 9:00 AM | 3/26/2013 10:00 AM | Filing Low Earnings & Partial Claims Reports (UCB 114) on SCBOS - Webinar |
| 3/28/2013 10:00 AM | 3/28/2013 11:00 AM | Filing Wage & Contribution Reports (UCE 120/101) On SCBOS Webinar |

Questions about Filings?

Contact State Agencies for questions on Business Filings

South Carolina Secretary of State
Phone: 803-734-2158
[Contact Form](#)

South Carolina Department of Revenue
Phone: 803-898-5000
[Email List](#)

South Carolina Department of Employment and Workforce
Phone: 803-737-3071
[Email](#)

South Carolina Department of Health and Environmental Controls
Phone: 803-898-DHEC (3432)
[Contact Form](#)

Ways to Contact SCBOS

Generally, you have four ways to communicate with the Help Center:

 [Telephone](#)







Self Service Help

Looking for information? SCBOS offers a variety of resources to help you complete a filing!

 [SCBOS FAQs](#)

Helpful Links

SCBOS Library » Business Resources

Select the appropriate category from the list below to help you find agencies and organizations that support business!

[Business Assistance](#)
[Doing Business with the Federal Government](#)
[Get Local Information](#)

[Business Development Resources](#)
[Doing Business with the State Government](#)
[Business Rules and Online Tools Workshop Presentations](#)

Business Assistance/Getting Started

Looking for someone to help you with a new business, or is your current business in need of some guidance? Try these resources below!

| Resource Name | Resource Description |
|--|--|
| South Carolina Department of Commerce - Entrepreneur and Small Business Services | The South Carolina Department of Commerce works with statewide partners to develop programs and services to help entrepreneurs and small business owners become successful in an increasingly competitive environment. |
| Office of Small and Minority Business Assistance (OSMBA) | The goals of OSMBA are to promote the growth and development of small and minority owned businesses in South Carolina and to advocate that an equitable portion of State procurement contracts be awarded to small and minority owned businesses. |
| South Carolina Small Business Development Centers (SC SBDC) | Under a cooperative agreement with the U.S. Small Business Administration the Small Business Development Center (SC SBDC) program was established to aid small business start-up ventures and to assist in the continued growth of small businesses across the |

SCBOS Help Desk

Email

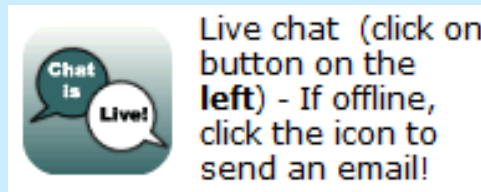
scboshelp@scbos.sc.gov

Telephone

1-803-898-5690

Live Chat

www.scbos.sc.gov



Office of the Secretary of State

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