



# NEWS

State of Delaware  
Department of Finance  
Division of Revenue  
[www.revenue.delaware.gov](http://www.revenue.delaware.gov)

For Immediate Release

## **REMINDER: RENEW YOUR 2011 BUSINESS LICENSES BEFORE DECEMBER 31<sup>st</sup>**

Statewide – December 27, 2011 – The Delaware Division of Revenue wants to remind business owners to renew any 2011 State of Delaware business licenses expiring December 31, 2011, before the end of the year. Businesses that have not yet renewed should renew online at [www.delaware.gov](http://www.delaware.gov) or come into one of the Division of Revenue's three public service offices to ensure they meet the December 31<sup>st</sup> deadline.

Any business operating in the State of Delaware needs to have a State of Delaware business license. In addition, any individual that claims Delaware business income or expenses for the year on either a federal Schedule C or Schedule E form needs to have a State of Delaware business license. This includes both full and part-time workers, as well as those acting as consultants and freelancers.

Renewing a State of Delaware business license online is not only faster and more convenient than mailing a paper form – especially this time of year – but the service also allows taxpayers to print a temporary license directly from their PC, which substitutes as a valid license until a permanent license is received in the mail. A temporary license is critical for businesses that require proof of a current license, such as contractors and businesses that receive government payments (i.e. Medicare and Medicaid).

“Renewing a business license online is especially convenient this close to the December 31<sup>st</sup> deadline,” says Division of Revenue Director Patrick Carter. “Licensees who renew online can print a temporary license on their PC. They also receive their permanent licenses more quickly due to automated processing.”

Currently, any business whose Delaware business license expires this December may opt to renew their 2011 business license online. Online renewals can be completed using a credit card, debit card, or by direct debit from a U.S. bank account any time of day, and any day of the week.

To renew online, businesses need their nine-digit Federal Employer Identification Number or Social Security Number, and also their Business License Number. The Business License Number remains consistent each year, but can also be found on the business's current State of Delaware business license.

Any business renewing a license this year may also elect a three-year business license, which additionally decreases future paperwork. Three-year business licenses purchased for 2012 will remain valid through December 2014 (renewal notices will not be sent for license years 2013 or 2014). Businesses will receive one license, valid through 2014, for all three years.

For questions, please contact the Division of Revenue's Business Master File unit at 302-577-8778.

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