

Special Purpose District Notification Form⁶

Special purpose districts are districts created by an Act of the General Assembly or pursuant to general law which provide a governmental power or function, such as fire protection, sewerage treatment, water or natural gas distribution, or recreation. Special purpose districts are required to file a notification form with the Secretary of State by December 31st of every even-numbered year. The form must be signed by the county auditor in each county in which the special purpose district is located.

If a special purpose district fails to file the required notification, the Secretary of State may determine that the district is nonfunctioning and notify the governing body of the county or municipality with a certified copy of the letter to any of the last known members of the governing body of the public service district. Thereafter, the district may not be registered with the Secretary of State and it must be declared inactive. In addition, the governing body of the county or municipality shall withhold any fees, taxes, or interest collected for a special purpose district until the special purpose district complies with the notification requirements. The Secretary of State may investigate failure to file notification forms and disclose information.

**SOUTH CAROLINA
SECRETARY OF STATE**
MUNICIPALITIES DIVISION
SPECIAL PURPOSE DISTRICT NOTIFICATION FORM

Filing Instructions

- Every Special Purpose District must submit this form to the Secretary of State by December 31st of every even numbered year. Failure to file this form could lead to a declaration that the special purpose district is inactive and a suspension of county funding to the district.
- Please contact our office with any questions regarding this form at 803-734-1790 or email spdf@sos.sc.gov.
- We do not accept this filing by fax or email; you may deliver by hand or mail to South Carolina Secretary of State, Attn: Municipalities, 1205 Pendleton St., Suite 525, Columbia, SC 29201.
- Please type or print clearly.

Legal Name of Special Purpose District	SPD#
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1. Physical address: _____
Street Address, City, State, Zip Code

2. If you do not have a physical address, please provide the name, address and telephone number of your registered agent:

Registered Agent Name

Street Address, City, State, Zip Code

3. Person completing this form:

Name _____	Phone _____	Email _____
Address, City, State, Zip Code _____		

4. Describe services provided: _____

5. Tax rate or fee charged (attach a separate sheet if necessary): _____

6. Date the Act or Ordinance passed that created your special purpose district: _____

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⁶ S.C. House of Representatives, House Legislative Oversight Committee, “Agency Presentation – Municipalities (December 9, 2019),” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” under “Secretary of State, Office of the,” and under “Meetings,” <https://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/SecretaryofState/Municipalities%20presentation%20by%20SoS%20-%20PowerPoint.pdf> (accessed January 21, 2020), slide 25-27. Hereinafter “Municipalities Presentation.”