

## 2: BUSINESS START-UP INFORMATION FOR NXLEVEL™ STATES

### ALABAMA

#### Business Requirements:

##### Determine the legal form of the business.

*Contact an attorney and an accountant*

*To file completed form by Tele-TIN:(Immediate approval)*

*Fax: (901) 546-3910*

##### File a trademark or trade name, register a business.

*Office of the Secretary of State  
Lands and Trademark Division  
Alabama State House Building  
11 S. Union Street  
P.O. Box 5616*

*Montgomery, AL 36103-5616  
Phone: (334) 242-5325*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

##### Register for Workers Compensation Insurance.

*Workers' Compensation Division  
520 S. Court St. Montgomery, AL 36104  
Mailing Address: 649 Monroe St. (36131)  
Phone: (334) 242-2868 / (800) 528-5166*

##### Register for Unemployment Insurance.

*Dept. of Industrial Relations  
Unemployment Compensation - Status Unit  
649 Monroe St. RM. 416  
Montgomery, AL 36131-4200  
Phone: (334) 242-8830  
Fax: (334) 242-2067*

##### Identify state tax requirements.

*Alabama Dept. of Revenue  
Central Registration  
P.O. 327100 Mont., AL 36132-7100  
50 N. Ripley St. Gordon Persons Blvd Rm. 4301  
4th Floor Mont. 36132  
Phone: (334) 242-1170  
Fax: (334) 242-0227*

##### Occupational Safety and Health Administration (OSHA).

*OSHA - Birmingham Area Office  
Todd Mall  
2047 Canyon Road  
Birmingham, Alabama 35216  
Phone: (205) 731-1534  
Fax: (205) 731-0504*

*OSHA - Mobile Area Office  
3737 Government Boulevard, Suite 100  
Mobile AL 36693  
Phone: (334) 441-6131  
Fax: (334) 441-6396*

##### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Memphis, TN 37501*

##### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs*

## ALABAMA CONTINUED

### **Other state licenses and permits.**

*Alabama Department of Revenue  
Sales, Use & Business Tax Division  
License Section  
3103 Gordon Persons Bldg, 50 Ripley St.  
P. O. Box 327550  
Montgomery, AL 36132-7550  
Phone: (334) 353-7827*

### **Local business licenses and permits.**

*Contact the local City or County Clerk*

### **Zoning and building permits.**

*Contact the local City or County Zoning and  
Planning Administrator*

### **Wage and hour, fair labor standards.**

*U.S. Department of Labor  
Wage & Hour Division District Office  
950 North 22nd St. Suite 656  
Birmingham, AL 35203-3711  
Phone: (205) 731-1305  
Fax: (205) 731-3482*

### **Statistical information on business conditions, economic and demographic information.**

*Alabama Agricultural Statistics Service  
4121 Carmichael Road  
P.O. Box 240578  
Montgomery, AL 36124-0578  
Phone: (334) 279-3555  
Fax: (334) 279-3590*

### **Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*U.S. Small Business Administration  
2121 8th Ave. N.  
Birmingham, AL 35203-2398  
Phone: (205) 731-1344  
Fax: (205) 731-1404*

### **Counseling, training and managerial assistance for small business owners.**

*Small Business Development Center  
Division of Research and Service  
College of Commerce and Business Admin.  
The University of Alabama  
250 Bigwood Hall  
P.O. Box 870397  
Tuscaloosa, AL 35487-0397  
Phone: (205) 348-7011*

### **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Women's Business Assistance Center  
1301 Azalea Road, Suite 201A  
Mobile, AL 36693  
P. O. Box 6021  
Mobile, AL 36660  
Phone: (334) 660-2725 / (800) 378-7461  
Fax: (334) 660-8854*

*African-American Business Coalition, Inc.  
188 North Foster Street, Suite 104  
Dothan, AL 36303  
Phone: (334) 673-0798*

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program Office**

*Alabama Rural Development Office  
4121 Carmichael Rd.  
Sterling Center, Ste. 601  
Montgomery, AL 36106  
Phone: (334) 279-3400  
Fax: (334) 279-3484*

### **USDA Farm Service Agency**

*Alabama State FSA Office  
P.O. Box 235013  
Montgomery, AL 36123-5013  
Phone: (334) 279-3500  
Fax: (334) 279-3550*

**ALABAMA** CONTINUED**Cooperative Extension**

*Contact your local office; or*  
*Alabama Cooperative Extension System*  
*109-D Duncan Hall*  
*Auburn University, AL 36849*  
*Phone: (334) 844-4444*  
*Fax: (334) 844-5544*

**State Forestry Office**

*Alabama Forestry Commission*  
*513 Madison Avenue*  
*Montgomery, AL 36130*  
*Phone: (334) 240-9304*  
*Fax: (334) 240-9390*

**State Department of Agriculture**

*Alabama Dept. of Agriculture & Industries*  
*Richard Beard Building*  
*1445 Federal Drive*  
*Montgomery, AL 36107-1100*  
*P.O. Box 3336*  
*Montgomery, AL 36109-0336*  
*Phone: (334) 240-7100*  
*Fax: (334) 240-7190*

**Organizations involved in sustainable growth and community development issues.**

*Southern Rural Development Center*  
*P.O. Box 9656*  
*Mississippi State, MS 39762*  
*Phone: (601) 325-3207*  
*Fax: (601) 325-8915*

# ALASKA

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Secretary of State  
Div. of Banking, Securities & Corporations  
150 3rd St. Rm 217  
P.O. Box 110807  
Juneau, AK 99811-0807  
Phone: (907) 465-2521  
Fax: (907) 465-2549*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*Alaska Department of Revenue  
Income and Excise Audit Division  
333 Willoughby St.  
P.O. Box 110420  
Juneau, AK 99811-0420  
Phone: (907) 465-2320  
Fax: (907) 465-2375*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Ogden, UT 84201*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Fax: (801) 620-7115*

### Register for Workers Compensation Insurance.

*Alaska Department of Labor  
Workers' Compensation Division  
1111 W. 8 St. Rm. 307  
P.O. Box 25512*

*Juneau, AK 99802-5512*

*Phone: (907) 465-2790*

*Fax: (907) 465-2797*

### Register for Unemployment Insurance.

*Alaska Dept. of Labor  
Employment Security Division  
Phone: (907) 465-2757 / (888) 448-3527  
Fax: (907) 465-2374*

### Occupational Safety and Health Administration (OSHA).

*ADOL/OSHA Division of Consultation  
3301 Eagle Street, Suite 305  
P.O. Box 107022  
Anchorage, AK 99510-7022  
Phone: (907) 269-4957  
Fax: (907) 269-4950*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs*

### Other state licenses and permits.

*Division of Occupational Licensing  
Business Licensing Program  
333 Willoughby Ave., 9th Fl.,  
State Office Bldg.,  
Juneau, AK 99801  
Phone: (907) 465-2534  
Fax: (907) 465-2974  
TDD: (907) 465-5437*

*Call for the location of other offices*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and Planning Administrator*

### Wage and hour, fair labor standards.

*Labor Standards & Safety Division  
P.O. Box 21149*

**ALASKA** CONTINUED

*Juneau, AK 99802-1149*

*Phone: (907) 465-4855*

*Fax: (907) 465-3584*

*U.S. Department of Labor*

*Wage & Hour Division District Office*

*1111 Third Ave., Suite 755*

*Seattle, WA 98101-3212*

*Phone: (206) 553-4482*

*Fax: (206) 553-2883*

**Statistical information on business conditions, economic and demographic information.**

*Alaska Agricultural Statistics Service*

*P.O. Box 799*

*Palmer, AK 98507*

*Phone: (907) 745-4272*

*Fax: (907) 746-4654*

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*U.S. Small Business Administration*

*222 W. 8th Ave. #67*

*Anchorage, AK 99513-7559*

*Phone: (907) 271-4022*

*Fax: (907) 271-4545*

*Alaska InvestNet*

*612 W. Willoughby Ave, Ste A*

*Juneau, AK 99801*

*Phone: (907) 463-3662*

*Fax: (907) 463-3929*

*Alaska InvestNet*

*3380 C Street, Suite 100*

*Anchorage, AK 99503*

*Phone: (907) 565-5633*

*Fax: (907) 565-5645*

**Counseling, training and managerial assistance for small business owners.**

*Juneau Economic Development Council*

*612 W. Willoughby Ave., Suite A*

*Juneau, AK 99801-1732*

*Phone: (907) 463-3662*

*Fax: (907) 463-3929*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*WOMEN\$ Fund, A Program of the YWCA of Anchorage*

*245 West Fifth Avenue*

*P. O. Box 102059*

*Anchorage, AK 99510-2059*

*Phone: (907) 274-1524*

*Fax: (907) 272-3146*

*Alaska Growth Capital*

*2121 Abbott Rd. Suite 101*

*Anchorage, AK 99518*

*Phone: (907) 349-4904*

*Fax: (907) 349-4924*

*Alaska Minority Business Develop. Center*

*Tanana Chiefs Conference, Inc.*

*122 First Avenue, Suite 600*

*Fairbanks, AK 99701-4897*

*Phone: (907) 452-8251 ext. 3275*

*Statewide: (800) 478-6822 ext. 3275*

*Fax: (907) 459-3957*

**Agricultural Resources and Contacts:**

**USDA Rural Development Program Office**

*Alaska Rural Development Office*

*800 West Evergreen, Suite 201*

*Palmer, AK 99645*

*Phone: (907) 745-2176*

*Fax: (907) 745-5398*

## **ALASKA** CONTINUED

### **USDA Farm Service Agency**

*Alaska State FSA Office  
800 West Evergreen, Suite 216  
Palmer, AK 99645-6539  
Phone: (907) 745-7982  
Fax: (907) 745-7984*

### *Western Rural Development Center*

*Oregon State University  
Ballard Extension Hall, Rm. 307  
Corvallis, OR 97331-3607  
Phone: (541) 737-3621  
Fax: (541) 737-1579*

### **Cooperative Extension**

*Contact your local office; or  
Alaska Cooperative Extension  
308 Tanana Loop  
P.O. Box 756180  
Fairbanks, AK 99775-6180  
Phone: (907) 474-7246  
Fax: (907) 474-6971*

### **State Department of Agriculture**

*Alaska Department of Natural Resources  
Division of Agriculture  
1800 Glenn Highway, Suite 12  
Palmer, AK 99645-6736  
Phone: (907) 745-7200  
Fax: (907) 745-7112*

### **Support for technology transfer, research and development and value added products in natural resources and agriculture.**

*Alaska Technology Transfer Center  
430 W. Seventh Ave., Suite 110  
Anchorage, AK 99501  
Phone: (907) 274-7232/ (800) 478-7232  
Fax: (907) 274-9524*

### **Organizations involved in sustainable growth and community development issues**

*The Conservation Fund  
Alaska Office  
9850 Hiland Road  
Eagle River, AK 99577  
Phone: (907) 694-9060  
Fax: (907) 694-9070*

# ARIZONA

## Business Requirements:

### Starting a Business, Relocating a Business or Expanding a Business to Arizona.

Call the Arizona Business Assistance Center for guidance concerning business requirements in Arizona.

There are three services provided within this office: the Arizona Business Connection, Minority/Women-Owned Business Services and the Small Business Advocate.

Representatives are available to answer your questions and provide a free customized packet including a copy of the Small Business Book, which is a handbook for business entrepreneurs. Many of the subjects listed below are included in your free packet.

*Arizona Department of Commerce  
Arizona Business Connection  
3800 N. Central Avenue, Building D  
Phoenix, AZ 85012  
Phone: (602) 280-1480 or (800) 542-5684*

### Determine the Legal Form of the Business.

Establishing a business in the state of Arizona is a simple process. The first step is to determine which form of business organization is most appropriate for your operations - sole proprietorship, partnership, limited liability company or corporation. The Small Business Book has helpful information on selecting the appropriate form of business.

*Contact an attorney and an accountant*

### Register a Business Trade Name or Trademark.

*Secretary of State  
1700 W. Washington St., Suite 700  
Phoenix, AZ 85007  
Phone: (602) 542-6187 or (800) 458-5842*

### State Taxation Requirements.

The Arizona Department of Revenue is the state agency responsible for administering Arizona's laws relating to taxation. The Department of Revenue coordinates with various local, state and federal agencies in related tax administration, collection and distribution issues.

*Arizona Department of Revenue  
1600 W. Monroe, 1st Floor  
Phoenix, AZ 85007  
Phone: (602) 542-4576 or (800) 634-6494*

Local Business License, City Sales Tax License and Permits. Many municipalities require business license, city sales tax or special permits, i.e. home-based businesses.

*Contact the local City offices for requirements*

### Planning and Zoning Requirement.

Check with the city or county in which your business is located (or will be located). They may have restrictions that involve your endeavor.

*Contact the local City or County Planning and Zoning offices*

### Federal Employer's Identification Number.

Every employer subject to employment taxes is required to have an Employer Identification Number, so that employees' social security, federal withholding and federal unemployment can be paid. Sole proprietorships with no employees do not need an Employer Identification Number. The owner's social security number is appropriate for this form of business.

You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.

To file completed form by mail: (Approval takes 30 days or less)

*Internal Revenue Service Center  
Ogden, UT 84201  
To file completed form by Tele-Tin: (Immediate approval)  
Fax: (801) 620-7115*

### Register for Workers' Compensation Insurance.

All businesses with employees must carry this insurance to cover on-the-job injuries. Contact the State Compensation Fund (the state-owned workers' compensation insurance provider of your choice.

*State Compensation Fund  
3031 N. 2nd Street  
Phoenix, AZ 85012-3009  
Phone: (602) 631-2000  
or*

*P.O. Box 33069  
Phoenix, AZ 85069-3069*

## ARIZONA CONTINUED

### **Register for Unemployment Insurance.**

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*Arizona Department of Employment Security  
Administration  
Employer Accounts  
3225 N. Central, 14th Floor Suite 1411  
Phoenix, AZ 85012  
Phone: (602) 248-9354  
—OR—*

*Unemployment Insurance Tax Audit Office  
400 West Congress Street, Suite 450  
Tucson, AZ 85 701  
Phone: (520) 628-6820*

### **Occupational Safety and Health Administration (OSHA).**

Provides information and inspection regarding safety in the workplace.

*Consultation and Training Industrial Commission  
of Arizona  
Division of Occupational Safety & Health  
800 West Washington 2nd Floor  
Phoenix, AZ 85007-2922  
Phone: (602) 542-5795  
Fax: (602) 542-1614*

### **Liability and General Business Insurance.**

Insurance is necessary to protect business and/or personal assets.

Contact a local insurance agent for your business insurance needs

### **Fair Labor Standards Act and Wage Payment Laws.**

The Arizona Labor Department of the Arizona Industrial Commission is responsible for administering the state laws which relate to labor. These statutes include the payment of wages, employment practices, the employment of children and the licensing of private employment agencies.

### *Arizona Industrial Commission*

*Labor Department  
800 W. Washington  
Phoenix, AZ 85007  
Phone: (602) 542-4515*

*U.S. Department of Labor  
Wage & Hour Division District Office  
3221 North 16th Street, Suite 301  
Phoenix, AZ 85016-7103  
Phone: (602) 640-2990  
Fax: (602) 640-2979*

### **Business Assistance, Publications, and Financing.**

*Small Business Administration  
2828 N. Central Avenue Suite 800  
Phoenix, AZ 85004-2793  
Phone: (602) 745-7200  
Fax: (602) 640-2360*

### **Small Business Counseling and Business Workshop/ Seminars.**

Free one-on-one counseling services available in a wide variety of subject areas such as marketing strategies, business plan and finances. These services are available through the Small Business Development Centers and Service Corps of Retired Executives.

*Contact the Arizona Department of Commerce,  
Arizona Business Connection for the location  
nearest you.  
Phone: (602) 280-1480 / (800) 542-5684*

### **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration  
2828 N. Central Avenue  
Phoenix, AZ 85004-2793  
Phone: (602) 745-9200  
Fax: (602) 640-2360*

*Self-Employment Loan Fund, Inc. (SELF)  
201 North Central Avenue, Suite CC10  
Phoenix, AZ 85073-1000*



**ARIZONA** CONTINUED

Phone: (602) 340-8834

Fax: (602) 340-8953

*Tribal Business Information Center*

*Navajo Nation*

*P.O. Box 663*

*Window Rock, AZ 86515*

*Phone: (520) 871-6486*

*Fax: (520) 871-5043*

**Statistical information on business conditions, economic and demographic information.**

*Economic and Business Research Program*

*McClelland Hall 204*

*Tucson, AZ 85721-0108*

*Phone: (520) 621-2155*

*Fax: (520) 621-2150*

*Arizona Agricultural Statistics Service*

*3003 N. Central Avenue, Suite 950*

*Phoenix, AZ 85012-2994*

*Phone: (602) 280-8850 / (800) 645-7286*

*Fax: (602) 280-8897*

**Agricultural Resources and Contacts:****USDA Rural Development Office.**

*3003 N. Central Avenue Suite 900*

*Phoenix, AZ 85012*

*Phone: (602) 280-8702*

*Fax: (602) 280-8770*

**Cooperative extension:**

*Contact your local office; or*

*Cooperative Extension Service*

*University of Arizona*

*Forbes Building, Room 301*

*Tucson, AZ 85721*

*(520) 621-7205*

*<http://ag.arizona.edu/extension/>*

**State Forestry Office**

*State Land Department*

*1616 W. Adams*

*Phoenix, AZ 85007*

*Phone: (602) 542-2515*

*Fax: (602) 542-5223*

**State Department of Agriculture.**

*Arizona Dept. of Agriculture*

*1688 W. Adams Street Phoenix, AZ 85007*

*Phone: (602) 542-0998*

*Fax: (602) 542-5420*

**Support for technology transfer, research and development and value added products in natural resources and agriculture.**

*Arizona State University Research Park*

*8750 South Science Drive*

*Tempe, AZ 85284*

*Phone: (602) 752-1000*

*Fax: (602) 491-2273*

**Organic product information/certification.**

*Arizona State Department of Agriculture*

*1788 West Adams, Room 434*

*Phoenix, AZ 85007*

*Phone: (602) 542-0999*

*(State Certification Program)*

**Organizations involved in sustainable growth and development control issues.**

*The Sonoran Institute*

*7650 E Broadway Blvd, Suite 203*

*Tucson, AZ 85710*

*Phone: (520) 455-5310*

*Fax: (520) 455-5006*

# ARKANSAS

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Secretary of State - Corporations Division*

*501 Woodlane, Suite 310*

*Little Rock, AR 72201*

*Phone: (501) 682-3409 / (888) 233-0325*

*Fax: (501) 682-3437*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, VA 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements

*Arkansas Department of Finance &  
Administration*

*1509 W 7<sup>th</sup> St*

*Little Rock, AR 72201*

*Phone: (501) 682-2242*

*— OR —*

*Call the SBDC nearest you*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Austin, TX 73301*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (512) 460-7843  
Fax: (512) 460-8000*

### Register for Workers Compensation Insurance

*Workers' Compensation Commission*

*4th and Spring Streets*

*P.O. Box 950*

*Little Rock, AR 72203-0950*

*Phone: (501) 682-3930 / (800) 622-4472*

*TDD 1-800-285-1131*

### Register for Unemployment Insurance.

*Arkansas Employment Security Dept.*

*#2 Capitol Mall, Rm. 506*

*ESD Building*

*Little Rock, AR 72201*

*Phone: (501) 682-2121*

*Fax: (501) 682-2273*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Little Rock Area Office*

*TCBY Building, Suite 450*

*425 West Capitol Avenue*

*Little Rock, AR 72201*

*Phone: (501) 324-6291*

*Fax: (501) 324-5243*

### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs*

### Other state licenses and permits.

*Arkansas Small Business Develop. Center*

*100 South Main Street, Suite 401*

*Little Rock, AR 72201*

*Phone: (501) 324-9043 / (800) 862-2040*

*Fax: (501) 324-9049*

*Call for the SBDC nearest you*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and  
Planning Administrator*

# ARKANSAS CONTINUED

**Wage and hour, fair labor standards.**

*Labor Standards Div.*

*Wage & Hour Section*

*10421 West Markham,*

*Little Rock, AR 72205*

*Phone: (501) 682-4500*

*Fax: (501) 682-4506*

*U.S. Department of Labor*

*Wage & Hour Division District Office*

*TCBY Building, Suite 725*

*425 West Capitol Ave.*

*Little Rock, AR 72201*

*Phone: (501) 324-5292*

*Fax: (501) 324-5129*

**Statistical information on business conditions, economic and demographic information.**

*Center for Business & Economic Research*

*University of Arkansas*

*217 RCED Building*

*Fayetteville, AR 72701*

*Phone: (501) 575-4151*

*Fax: (501) 575-7687*

*Arkansas Agricultural Statistics Service*

*2301 S. University Ave., Rm. 103*

*Little Rock, AR 72204-4940*

*Phone: (501) 296-9926*

*Fax: (501) 296-9960*

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*Small Business Administration*

*2120 Riverfront Drive*

*Little Rock, AR 72202*

*Phone: (501) 324-5278*

*Fax: (501) 324-5199*

**Counseling, training and managerial assistance for small business owners.**

*Arkansas Small Business Develop. Center*

*100 South Main Street, Suite 401*

*Little Rock, AR 72201*

*Phone: (501) 324-9043 / (800) 862-2040*

*Fax: (501) 324-9049*

*Call for the SBDC nearest you*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration*

*2120 Riverfront Drive*

*Little Rock, AR 72202*

*Phone: (501) 324-5278*

*Fax: (501) 324-5199*

*Minority Business Advisory Council*

*One Capitol Mall*

*Little Rock, AR 72201*

*Phone: (501) 682-5060*

**Agricultural Resources and Contacts:****USDA Rural Development Program Office**

*Arkansas Rural Development Office*

*700 W. Capital Avenue, Room 3416*

*Little Rock, AR 72201-3225*

*Phone: (501) 301-3200*

*Fax: (501) 301-3278*

**USDA Farm Service Agency**

*Arkansas State FSA Office*

*Federal Bldg., Room 3416*

*700 W. Capitol*

*Little Rock, AR 72201-3225*

*Phone: (501) 324-5220*

*Fax: (501) 301-3085*

**Cooperative Extension**

*Contact your local office; or*

*University of Arkansas*

*Division of Agriculture*

*Cooperative Extension Service*

*P.O. Box 391*

*Little Rock, AR 72203*

*Phone: (501) 671-2117*

## ARKANSAS CONTINUED

Fax: (501) 671-2121  
<http://www.uaex.edu/>

### **State Forestry Office**

*Arkansas Forestry Commission*  
3821 West Roosevelt Rd.  
Little Rock, AR 72204-6396  
Phone: (501) 296-1940  
Fax: (501) 296-1949

*Delta Land & Community*  
920 Hwy 153  
Almyra, AR 72003  
Phone: (870) 673-6346  
Fax: (870) 673-7219

### **State Department of Agriculture**

*Arkansas State Plant Board*  
No. 1 Natural Resource Drive  
P.O. Box 1069  
Little Rock, Arkansas 72203  
Phone: (501) 225-1598  
Fax: (501) 225-3590

### **Support for technology transfer, research and development and value added products in natural resources and agriculture.**

*University of Arkansas Office of Technology Licensing*  
120 Ozark Hall  
Fayetteville, AR 72701  
Phone: (501) 575-3845  
Fax: (501) 575-3846

*Appropriate Technology Transfer for Rural Areas (ATTRA)*  
P.O. Box 3657  
Fayetteville, AR 72702  
Phone: 1-800-346-9140  
Fax: (501) 442-9842

### **Organizations involved in sustainable growth and community development issues:**

*Southern Rural Development Center*  
P.O. Box 9656  
Mississippi State, MS 39762  
Phone: (601) 325-3207  
Fax: (601) 325-8915

# CALIFORNIA

## Business Requirements:

**Contact a California Small Business Development Center.**  
California has 47 full-time Small Business Development Centers and numerous part-time locations throughout the state, providing one-on-one consulting, training workshops, education seminars and more, to California's entrepreneurs.

*California Small Business Development Center  
Program*

*California Office of Small Business  
California Trade & Commerce Agency  
801 K Street, Suite 1700  
Sacramento, CA 95814  
Phone: (916) 324-5068 / (800) 303-6600  
Fax: (916) 322-5084*

**Determine the Legal Structure of the Business.**  
<http://www.inreach.com/sbdc/book/legal.html>

**Register a Trade Name for a Sole Proprietorship or General Partnership.**  
For a fictitious name of a sole proprietorship or partnership, you must contact the county clerk's office in the area where you plan to do business. For a list of county clerk's offices, go to:

<http://www.calgold.ca.gov>

**File the Proper Paperwork for a Corporation, Limited Liability Company, Limited Liability Partnership or a Trademark.**

*Secretary of State  
1500 11th Street  
Sacramento, CA 95814  
Phone: (916) 654-7960  
<http://www.ss.ca.gov>*

**Trademarks, Marketing and Patents.**  
<http://www.sba.gov/starting/indexpatents.html>

For one-on-one consulting and informational assistance on new product development and marketing, patent, trademark and copyright information, contact:

*The Sawyer Center  
Phone: (707) 524-1773  
<http://www.santarosa.edu/sbdc/3.html>*

**Obtain a Sales Tax License.**

If your business will sell, rent or lease tangible products or if you rent accommodations for less than 30 days, you must obtain a sales tax license.

*California State Board of Equalization  
450 N. N Street, P.O. Box 942879  
Sacramento, CA 94279-0001  
Phone: (800) 400-7115  
<http://www.boe.ca.gov>*

—OR—

*State Tax Franchise Board  
Phone: 800-852-5711*

**Obtain a Local Sales Tax License.**  
Some local municipalities require a local sales tax license in addition to the state license.

*Contact the local City Clerk  
<http://www.calgold.ca.gov>*

**Obtain a Federal Employer Identification Number (FEIN).**  
All businesses except sole proprietorships with no employees must obtain a FEIN. It is used to report all federal payroll taxes on employees as well as business income. Complete the Application for Employer Identification (Form SS4).

*You can obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Fax: (801) 620-7115  
To file completed form by mail: (Approval takes  
30 days or less)*

For Counties of Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yola & Yuba.

*Internal Revenue Service Center  
Ogden, UT 84201*

## CALIFORNIA CONTINUED

All other Counties, send to:

*Internal Revenue Service Center  
Fresno, CA 93888*

### Register for Unemployment Insurance.

All businesses with employees must pay unemployment insurance to protect employees who lose their jobs through no fault of their own.

*Employee Development Department (EDD)  
Accounting Services  
P.O. Box 826880  
Sacramento, CA 94280-0001  
Phone: (916) 654-8706  
<http://www.edd.cahwnet.gov>*

### Register for Workers' Compensation Insurance.

Worker's compensation insurance must be obtained to cover all employees, including working corporate officers.

*Contact a private insurance carrier  
—OR—*

*California Department of Industrial Relations  
Division of Workers' Comp  
455 Golden Gate Avenue  
San Francisco, CA 94102  
Phone: (707) 576-2452  
e-mail: [info@dir.ca.gov](mailto:info@dir.ca.gov)  
<http://www.dir.ca.gov>*

### Obtain Information Regarding Workplace Safety and Inspection Requirements.

*Division of Occupational Safety and Health  
Phone: (415) 703-4220  
(415) 703-4221  
<http://www.dir.ca.gov>  
CAL/OSHA Consultation Service  
Department of Industrial Relations  
455 Golden Gate Avenue  
San Francisco, California 94102  
Phone: (415) 703-5270  
Fax: (415) 703-4596*

### Other Federal State Licenses and Permits.

Many occupations and businesses require specific licenses or permits.

*California Office of Permit Assistance  
California Trade and Commerce Agency  
801 "K" Street, Suite 1700  
Sacramento, CA 95814  
Phone: (916) 322-4245*

Log onto the California License Handbook at:

<http://www.commerce.ca.gov/business/small/licensing.html>

—OR—

Send a \$20 check, payable to the Office of Small Business, to:

*California Office of Small Business  
801 K Street, Suite 1700  
Sacramento, CA 95814*

### Local Licenses and Permits.

Many local governments require separate local licenses, permits and have zoning restrictions that apply to all businesses including home-based businesses.

<http://www.calgold.ca.gov>

### Wage and Hour, Fair Labor Standards.

Nearly all businesses are subject to federal and state minimum wage, overtime and child labor regulations.

*Division of Labor Standards Enforcement  
Phone: (415) 557-7878  
<http://www.dir.ca.gov>*

*U.S. Department of Labor  
Wage & Hour Division District Office(s):*

*300 South Glendale Ave. Suite 400  
Glendale, CA 91205-1752  
Phone: (818) 240-5274  
Fax: (213) 894-6845*

*2981 Fulton Avenue  
Sacramento, CA 95821  
Phone: (916) 323-4920  
Fax: (916) 979-2045*

# CALIFORNIA CONTINUED

5675 Ruffin Rd., Suite 320  
San Diego, CA 92123-1362  
Phone: (619) 557-5606  
Fax: (619) 557-6375

455 Market St., Suite 800  
San Francisco, CA 94105  
Phone: (415) 744-5590  
Fax: (415) 744-5088

100 N. Barranca Avenue, Suite 850  
West Covina, CA 91791  
Phone: (626) 966-0478  
Fax: (626) 966-5539

## **Federal Assistance Available.**

Information regarding business assistance, publications and financing. Local offices are available at this site.

*Small Business Administration*  
<http://www.sba.gov>

*U.S. Small Business Administration*  
*District Offices:*

455 Market Street, 6th Floor  
San Francisco, CA 94105-2420  
Phone: (415) 744-6820

2719 N. Air Fresno Dr. Suite 200  
Fresno, CA 93727-1547  
Phone: (559) 487-5791  
Fax: (559) 487-5292

330 N. Brand Ave.  
Glendale, CA 91203-2304  
Phone: (818) 552-3210  
Fax: (818) 552-3260

660 J St., Ste. 215  
Sacramento, CA 95814-2499  
Phone: (916) 498-6410  
Fax: (916) 498-6422

550 West C Street  
San Diego, CA 92101-3500  
Phone: (619) 557-7250  
Fax: (619) 557-5894

200 W. Santa Ana Blvd. #700  
Santa Ana, CA 92701  
Phone: (714) 550-7420  
Fax: (714) 550-0191

## **State Assistance Available.**

*California Small Business Loan Guarantee Program*

This program benefits small businesses who fall just short of qualifying for bank loans and/or lines of credit but who can still show the ability to repay a loan. With a state guarantee, a bank may approve a loan that would have otherwise been declined.

*Office of Small Business*  
*California Trade and Commerce Agency*  
801 K Street, Suite 1700  
Sacramento, CA 95814  
Phone: (916) 332-5790  
Fax: (916) 322-5084

*Biz Wizard (for California businesses)*

This new interactive, user-friendly tool is for business questions. The Business Wizard provides advice, contacts, information and more.

<http://commerce.ca.gov/business/small/bizwiz/bizwizhm.html>

*California NxLevel Homepage*  
<http://commerce.ca.gov/latest/nxlevel.html>

## **Statistical information on business conditions, economic and demographic information.**

*California Agricultural Statistics Service*  
1220 'N' Street, Room 243  
Sacramento, CA 95814  
Phone: (916) 498-5161  
Fax: (916) 498-5186

## **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Women's Enterprise Development Corp.*  
235 E. Broadway, Suite 506  
Long Beach, CA 90802  
Phone: (562) 983-3747  
Fax: (562) 983-3750

## CALIFORNIA CONTINUED

*Women's Initiative for Self Employment*

*450 Mission Street, Suite 402*

*San Francisco, CA 94105*

*Phone: (415) 247-9473*

*Fax: (415) 247-9471*

*WEST Company - Ukiah Office*

*367 North State Street, Suite 201*

*Ukiah, CA 95482*

*Phone: (707) 468-3553*

*Fax: (707) 468-3555*

*WEST Company - Fort Bragg Office*

*306 East Redwood Avenue, Suite 2*

*Fort Bragg, CA 95437*

*Phone: (707) 964-7571*

*Fax: (707) 964-7576*

### **California One Stop Capital Shops:**

*One Stop Capital Shop*

*330 N. Brand, Suite 1200*

*Glendale, CA 91203-2304*

*Phone: (818) 552-3308*

*Fax: (818) 552-3286*

*One Stop Capital Shop*

*Dufwin Towers*

*519 17th Street*

*Oakland, CA 94612*

*Phone: (510) 273-6020*

*Fax: (510) 238-7999*

### **Tribal Business Information Centers (TBIC)**

*Karuk Community Development Corp.*

*P.O. Box 1148*

*63427 Highway 96*

*Happy Camp, CA 96039*

*Phone: (530) 493-5376*

*Fax: (530) 493-5378*

*Tribal Business Information Center*

*650 Tahquitz Canyon Way*

*Palm Springs, CA 92202*

*Phone: (760) 318-0457*

*Fax: (768) 837-7161*

**Statistical information on business conditions, economic and demographic information.**

*California Agricultural Statistics Service*

*1220 'N' Street, Room 243*

*Sacramento, CA 95814*

*Phone: (916) 498-5161*

*Fax: (916) 498-5186*

## **Agricultural Resources and Contacts:**

### **USDA Rural Development Program Office.**

*USDA Rural Development Office*

*430 G Street, Agcy 4169*

*Davis, CA 95616*

*Phone: (530) 792-5800*

*Fax: (539) 792-5837*

*TDD: (539) 792-5848*

### **USDA Farm Service Agency**

*California Farm Service Agency*

*State Office*

*430 G Street #4161*

*Davis, CA 95616-4161*

*Phone: (530) 792-5520*

### **Cooperative Extension.**

*Contact your local office; or*

*University of California Extension Service*

*1111 Franklin 6th Fl.*

*Oakland, CA 94607-5200*

*Phone: (510) 987-0060*

*Fax: (510) 451-2317*

### **State Forestry Office**

*Dept of Forestry & Fire Protection*

*Resource Building*

*P.O. Box 944246*

*1416 9th St., Rm. 1505*

*Sacramento, CA 94244-2460*

*Phone: (916) 653-7772*

*Fax: (916) 653-4171*



**CALIFORNIA** CONTINUED**State Department of Agriculture**

*California Dept. of Food & Agriculture  
Office of Public Affairs  
1220 N Street, #100  
Sacramento, CA 95814  
Phone: (916) 654-0462  
Fax: (916) 657-4240*

**Organic product information/certification**

*Organic Farming Research Foundation  
P.O. Box 440  
Santa Cruz, CA 95061  
Phone: (831) 426-6606  
Fax: (831) 426-6670*

*California Certified Organic Farmers  
State Office 1115 Mission St.  
Santa Cruz, CA 95060  
Phone: (408) 423-2263  
Fax: (408) 423-4528*

**Direct Marketing Information Resources**

*California Federation of  
Certified Farmers' Markets  
P.O. Box 1813  
Davis, CA 95617  
Phone: (530) 756-1695  
Fax: (530) 756-1858*

*Southland Farmers' Market Association  
1308 Factory Place Box 68  
Los Angeles, CA 90013  
Phone: (213) 244-9190 ext. 14  
Fax: (213) 724-9180*

**Organizations involved in sustainable growth and community development issues.**

*The Conservation Fund California Office  
1823 Eleventh St., Suite 1-B  
Sacramento, CA 95814  
Phone: (916) 498-1479  
Fax: (916) 498-1481*

*American Farmland Trust*

*California Field Office-Davis  
1949 Fifth St., Suite 95616  
Phone: (530) 753-1073*

*California Field Office-Visalia  
1002 W. Main St.  
Visalia, CA 93291  
Phone: (209) 627-3708*

*Western Rural Development Center  
Oregon State University  
Ballard Extension Hall, Rm. 301  
Corvallis, OR 97331-3607  
Phone: (541) 737-3621  
Fax: (541) 737-1579*

# COLORADO

## Business Requirements:

Contact the Colorado Business Assistance Center (BAC). Request the Colorado Business Resource Guide. Each kit is customized with the appropriate federal, state and local forms and information needed to start your business, including most of the items listed here.

*Office of Economic Development  
Small Business Development Centers  
Business Assistance Center  
1625 Broadway, Suite 805  
Denver, CO 80202  
Phone: (303) 592-5920/(800) 333-7798  
[http://www.state.co.us/gov\\_dir/oed/sbdc.html](http://www.state.co.us/gov_dir/oed/sbdc.html)*

The BAC also provides referrals and information regarding state and federal assistance programs and business incentives available statewide, including counseling, training and managerial assistance available through a network of 21 local Small Business Development Centers throughout Colorado.

### Determine the Legal Structure of the Business.

*Consult the Colorado Business Resource Guide, an attorney and/or an accountant.*

### Register a Trade Name for a Sole Proprietorship or General Partnership.

*Contact the BAC  
—OR—*

*Department of Revenue  
1375 Sherman Street  
Denver, CO 80261  
Phone: (303) 232-2434*

### File the Proper Paper Work for a Corporation, Limited Liability Company, Limited Liability Partnership or a Trademark.

*Secretary of State  
1560 Broadway, Suite 200  
Denver, CO 80202  
Phone: (303) 894-2251*

### Obtain a Sales Tax License.

If your business will sell, rent or lease tangible products or if you rent accommodations for less than 30 days, you must obtain a sales tax license. Complete the Colorado Business Registration Form (CR100).

*Contact the BAC  
—OR—*

*Department of Revenue  
1375 Sherman Street  
Denver, CO 80261  
Phone: (303) 232-2416*

### Obtain a Local Sales Tax License.

Some local municipalities require a local sales tax license in addition to the state license.

*Contact the local City Clerk*

### Obtain a Federal Employer Identification Number (FEIN).

All businesses except sole proprietorships with no employees must obtain a FEIN. It is used to report all federal payroll taxes on employees as well as business income. Complete the Application for Employer Identification (Form SS4).

*Contact the BAC  
—OR—*

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Ogden, UT 84201*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Fax: (801) 620-7115*

### Register for Unemployment Insurance.

All businesses with employees must pay unemployment insurance to protect employees who lose their jobs through no fault of their own. Complete the Colorado Business Registration Form (CR 100).

## COLORADO CONTINUED

*Contact the BAC*

—OR—

*Department of Labor and Employment*

*Phone: (303) 866-6069*

### **Register for Workers' Compensation Insurance.**

Worker's compensation insurance must be obtained to cover all employees, including working corporate officers.

*Contact a private insurance carrier*

—OR—

*Pinnacol Assurance*

*720 S. Colorado Blvd.*

*Denver, CO 80220*

*Phone: (303) 782-4000 or (800) 873-7242*

Corporate officers who own more than a 10% share and who have a managing interest in the business may reject workers' compensation coverage. These rules apply to the corporate officers in both C and S Corporations.

Corporate officers may elect to reject worker's compensation insurance coverage, but must do so in writing with their insurance carrier or with the Division of Worker's Compensation.

*Division of Worker's Compensation*

*1515 Arapahoe, Tower 2, Suite 500*

*Denver, CO 80202*

*Phone: (303) 575-8700*

### **Obtain Information Regarding Workplace Safety and Inspection Requirements.**

*Occupational Safety and Health Administration  
(OSHA)*

*1999 Broadway, Suite 1690*

*Denver, CO 80202-5176*

*Phone: (303) 844-1600*

### **Other Federal and State Licenses and Permits.**

Many occupations and businesses require specific licenses or permits.

*Contact the BAC*

### **Local Licenses and Permits.**

Many local governments require separate local licenses, permits and have zoning restrictions that apply to all businesses including home-based businesses.

*Contact the City or County Clerks Local Zoning  
and Planning Office or the BAC*

### **Wage and Hour, Fair Labor Standards.**

Nearly all businesses are subject to federal and state minimum wage, overtime and child labor regulations.

*Colorado Department of Labor*

*1515 Arapahoe St., Tower 2, Suite 375*

*Denver, CO 80202-2117*

*Phone: (303) 575-2241 / (888) 390-7936*

—AND—

*U.S. Department of Labor*

*Wage & Hour Division District Offices*

*East of Divide:*

*801 California Street, Suite 935*

*Denver, CO 80202*

*Phone: (303) 844-4405*

*Fax: (303) 844-5532*

*West of Divide:*

*10 West Broadway, Suite 307*

*Salt Lake City, Utah 84101*

*Phone: (801) 524-5706*

*Fax: (801) 524-5722*

### **Federal Assistance Available.**

Information regarding business assistance, publications and financing.

*Small Business Administration*

*SCORE*

*721 19th Street, Suite 426*

*Denver, CO 80202-2599*

*Phone: (303) 844-3985*

## COLORADO CONTINUED

**Statistical information on business conditions, economic and demographic information.**

*Business Research Division  
College of Business & Administration  
University of Colorado  
420 Business Research Regent Drive  
Campus Box 420  
Boulder Co 80309  
Phone: (303) 492-8227  
Fax: (303) 492-3620*

*Colorado Agricultural Statistics Service  
P.O. Box 150969  
Lakewood, CO 80215-0969  
Phone: (303) 236-2300  
Fax: (303) 236-2299*

**Counseling, training and managerial assistance for small business owners.**

*College Center for Entrepreneurial  
and Family Enterprises  
Colorado State University  
Fort Collins, CO 80523-1275  
Phone: (970) 491-6876  
Fax: (970) 491-3522*

*Colorado Business Information Center  
U.S. Small Business Administration  
Denver District Office  
721 19th Street, Suite 426  
Denver, CO 80202-2599  
Phone: (303) 844-3986  
Fax: (303) 844-6490*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration  
SCORE  
721 19th Street, Suite 426  
Denver, CO 80202-2599  
Phone: (303) 844-3984  
Fax: (303) 844-6468*

*Mi Casa Resource Center for Women, Inc.  
571 Galapago Street  
Denver, CO 80204  
Phone: (303) 573-0333  
Fax: (303) 607-0872*

## Agricultural Resources and Contacts:

**USDA Rural Development Program Office**  
*Colorado Rural Development Office  
655 Parfet Street, Room E 100  
Lakewood, CO 80215  
Phone: (303) 236-2801 Ext. 101  
Fax: (303) 236-2854*

**USDA Farm Service Agency**  
*655 Parfet Street  
Lakewood, CO 80215  
Phone: (303) 236-2868  
Fax: (303) 236-2879*

**Cooperative Extension**  
*Contact your local office; or  
Center for Rural Assistance  
138 Aylesworth Hall NW  
Colorado State University  
Fort Collins, CO 80523  
Phone: (970) 491-3688  
Fax: (970) 491-5108*

**State Forestry Office**  
*Colorado State Forest Service  
Colorado State University  
203 Forestry Bldg  
Fort Collins, CO 80523  
Phone: (970) 491-6303  
Fax: (970) 491-7736*

**State Department of Agriculture**  
*Colorado Department of Agriculture  
700 Kipling Street  
Suite 4000  
Lakewood, CO 80215-5894*

**COLORADO** CONTINUED

Phone: (303) 239-4100

Fax: (303) 239-4125

**Support for technology transfer, research and development and value added products in natural resources and agriculture.**

*Colorado Advanced Technology Institute*

*1625 Broadway, Suite 700*

*Denver, CO 80202*

*Phone: (303) 620-4777*

*Fax: (303) 620-4789*

**Organic product information/certification**

*Colorado Department of Agriculture*

*Division of Plant Industry*

*700 Kipling Street, Suite 4000*

*Lakewood, CO 80215-5894*

*Phone: (303) 239-4100*

*Fax: (303) 239-4177*

*(State Certification Program)*

*Colorado Organic Producers Association*

*2727 County Road, #134*

*Hesperus, CO 81326*

*Phone: (970) 588-2292*

**Direct Marketing Information Resources**

*Colorado Department of Agriculture*

*Markets Division*

*700 Kipling Street, Suite 4000*

*Lakewood, CO 80215*

*Phone: (303) 239-4114*

*Fax: (303) 239-4125*

**Organizations involved in sustainable growth and community development issues**

*1,000 Friends of Colorado*

*2323 20th St.*

*Boulder, CO 80304*

*Phone: (303) 443-5931*

*Fax: (303) 443-2729*

*Rocky Mountain Institute*

*1739 Snowmass Creek Road*

*Snowmass, CO 81654-3851*

*Phone: (970) 927-3851*

*Fax: (970) 927-3420*

*The Conservation Fund*

*Western Regional Office*

*1942 Broadway, Suite 323*

*Boulder, CO 80302*

*Phone: (303) 444-4369*

*Fax: (303) 938-3763*

# CONNECTICUT

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Secretary of State  
Commercial Recording Division  
30 Trinity Street  
Hartford, CT 06106  
Phone: (860) 509-6003  
Fax: (860) 509-6068*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*Smart Start  
Connecticut Economic Resource Center  
805 Brook St. Bldg #4  
Rocky Hill, CT 06067  
Phone: 1-800-392-2122*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Andover, MA 05501*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (978) 474-9717  
Fax: (978) 474-9774*

### Register for Workers Compensation Insurance.

*Workers' Compensation Commission  
Capitol Place  
21 Oak Street  
Hartford, CT 06106  
Phone: (860) 493-1500  
Fax: (860) 247-1361*

### Register for Unemployment Insurance.

*Unemployment Insurance Tax Division  
Employer Status Unit  
200 Follybrook Blvd.  
Wethersfield, CT 06109-1114  
Phone: (860) 263-6550  
Fax: (860 ) 263-6567*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Bridgeport Area Office  
1057 Broad Street, 4th Floor  
Bridgeport, CT 06604  
Phone: (203) 579-5581  
Fax: (203) 579-5516*

*OSHA - Hartford Area Office  
Federal Office Building  
450 Main Street, Room 613  
Hartford, CT 06103  
Phone: (860) 240-3152  
Fax: (860) 240-3155*

### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs*

### Other state licenses and permits.

*Smart Start  
Connecticut Economic Resource Center Phone: 1-  
800-392-2122*

### Local business licenses and permits.

*Contact the local City or County Clerk*

**CONNECTICUT** CONTINUED**Zoning and building permits.**

Contact the local City or County Zoning and Planning Administrator

**Wage and hour, fair labor standards.**

Connecticut Labor Department  
Wage and Workplace Standards Division  
200 Folly Brook Boulevard  
Wethersfield, CT 06109-1114  
Phone: (860) 263-6790  
U.S. Department of Labor  
Wage & Hour Division District Office  
135 High Street, Room 310  
Hartford, CT 06103  
Phone: (860) 240-4160  
Fax: (860) 240-4029

**Statistical information on business conditions, economic and demographic information.**

Small Business Administration  
330 Main St.  
Hartford, CT 06106  
Phone: (860) 240-4700  
Fax: (860) 240-4659

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

Conn. Small Business Develop. Center  
University of Connecticut  
2 Bourn Place, U-94  
Storrs, CT 06269-5094  
Phone: (860) 486-4135  
Fax: (860) 486-1576

**Counseling, training and managerial assistance for small business owners.**

Connecticut Small Business-Key to the Future, Inc.  
Business Information Center  
Hartford Civic Center  
1 Civic Center Plaza, Suite 301  
Hartford, CT 06103  
Phone: (860) 251-7000  
Fax: (860) 251-7006

Connecticut Innovations, Inc.

999 West Street  
Rocky Hill, CT 06067  
Phone: (860) 563-5851  
Fax: (860) 563-4877

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

Enterprise Zone Program Manager  
Department of Economic and Community Development  
505 Hudson Street  
Hartford, CT 06106  
Phone: (860) 270-8142  
Fax: (860) 270-8157

Minority Owned Business Asst. Agency  
U.S. Small Business Administration (SBA)  
330 Main Street  
Hartford, CT 06106  
Phone: (860) 240-4700

Women's Business Development Center  
400 Main St. Ste. 410  
Stanford CT, 06901  
Phone: (203) 353-1750  
Fax: (203) 353-1084

**Agricultural Resources and Contacts:****USDA Rural Development Program Office.**

Connecticut Rural Development Office  
451 West Street  
Amherst, MA 01002  
Phone: (413) 253-4302  
Fax: (413) 253-4347

**Farm Service Agency**

Connecticut State FSA Office  
88 Day Hill Rd.  
Windsor, CT 06095  
Phone: (860) 285-8483  
Fax: (860) 285-8481

# CONNECTICUT CONTINUED

## Cooperative Extension

Contact your local office; or  
University of Connecticut Cooperative  
Extension System  
1376 Storrs Rd.  
Storrs, CT 06269  
Phone: (860-)486-6271  
Fax: (860) 486-4127  
State Forestry Office

Division of Forestry  
79 Elm Street  
Hartford, CT 06106  
Phone: (860) 424-3630  
Fax: (860) 424-4070

## State Department of Agriculture

Department of Agriculture  
765 Asylum Avenue  
Hartford, CT 06105  
Phone: (860) 713-2500/ (800) 861-9939  
Fax: (860) 713-2514

## Support for technology transfer, research and development and value added products in natural resources and agriculture

Department of Agriculture  
765 Asylum Avenue  
Hartford, CT 06105  
Phone: (860) 713-2588  
Fax: (860) 713-2514

## Organic product information/certification

Northeast Organic Farming Association  
Connecticut Chapter  
P.O. Box 386  
Northford, CT 06472-0386  
Phone: (203) 484-2445  
Fax: (203) 484-7621

## Direct Marketing Information Resources

Connecticut Dept. of Agriculture  
765 Asylum Ave.  
Hartford, CT 06106  
Phone: (860) 566-4845  
Fax: (860) 566-6094

Connecticut Farm Fresh Cooperative  
Phone: (860) 653-4758  
(Marketing of Connecticut farmers' markets)

Connecticut Apple Marketing Board  
Phone: (860) 464-7305

## Organizations involved in sustainable growth and community development issues.

Sierra Club  
Connecticut Chapter  
118 Oak Street  
Hartford, CT 06106  
Phone: (860) 525-2500

Northeast Regional Center for Rural  
Pennsylvania State University  
7 Armsby Building  
University Park, PA 16802-5600  
Phone: (814) 863-4656  
Fax: (814) 863-0586



# DELAWARE

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*State of Delaware*

*Division of Corporations*

*401 Federal Street, Suite 4*

*Dover, DE 19901*

*P.O. Box 898 (19903)*

*Phone: (302) 739-3073*

### Identify state tax requirements.

*Division of Revenue*

*Office of Business Taxes*

*820 N. French St.*

*Wilmington, DE 19801*

*Phone: (302) 577-8200*

*Fax: (302) 577-8203*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Philadelphia, PA 19255*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Phone: (215) 516-6999*

*Fax: (215) 516-3990*

### Register for Workers Compensation Insurance.

*Delaware Dept. of Labor*

*Workers Compensation*

*4425 N. Market St.*

*Wilmington, DE 19802*

*Phone: (302) 761-8200*

*Fax: (302) 761-6601*

### Register for Unemployment Insurance.

*Department of Labor*

*Division of Unemployment Insurance*

*Employer Services*

*P.O. Box 39953*

*Wilmington, DE 19807-0953*

*Phone: (302) 761-8482*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Wilmington Area Office*

*1 Rodney Square*

*920 King Street, Suite 402*

*Wilmington, DE 19801*

*Phone: (302) 573-6115*

*Fax: (302) 573-6627*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs*

### Other state licenses and permits.

*Division of Revenue*

*820 North French Street*

*P.O. Box 2340*

*Wilmington, DE 19899-2340*

*Phone: (302) 577-5800*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and Planning Administrator*

### Wage and hour, fair labor standards.

*Labor Law Enforcement*

*4425 N. Market*

*Wilmington, DE 19802*

*Phone: (302) 761-8200*

*Fax: (302) 761-6601*

## DELAWARE CONTINUED

*U.S. Department of Labor  
Wage & Hour Division District Office  
103 South Gay Street, Room 207  
Baltimore, MD 21202  
Phone: (410) 962-3199  
Fax: (410) 962-9512*

### **Statistical information on business conditions, economic and demographic information.**

*Delaware Economic Development Office  
Business Research  
99 Kings Highway  
Dover, DE 19901  
Phone: (302) 739-4271  
Fax: (302) 739-5749  
[www.state.de.us-ded/](http://www.state.de.us-ded/)*

*Delaware Agricultural Statistics Service  
2320 S. DuPont Hwy.  
Dover, DE 19901  
Phone: (800) 282-8685 / (302) 739-4811  
Fax: (302) 697-4450*

### **Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*Small Business Administration  
824 N. Market St. Suite 610  
Wilmington, DE 19801-3011  
Phone: (302) 573-6294  
Fax: (302) 573-6060*

### **Counseling, training and managerial assistance for small business owners.**

*Delaware Small Business Resource  
& Information Center  
1318 N. Market St.  
Wilmington, DE 19801  
Phone: (302) 571-5225  
Fax: (302) 571-5222*

### **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Delaware Economic Development Office  
99 Kings Highway  
Dover, DE 19901  
Phone: (302) 739-4271  
Fax: (302) 739-5749*

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program Office:**

*Delaware Rural Development  
5201 South Dupont Highway  
P.O. Box 400  
Camden, Delaware 19934  
Phone: (302) 697-4300  
Fax: (302) 697-4390  
TTY: (302) 697-4303*

### **Farm Service Agency**

*Delaware State FSA Office  
1201 College Park Drive, Suite 101  
Dover, DE 19904-8713  
Phone: (302) 678-2657  
Fax: (302) 573-6554*

### **Cooperative Extension**

*Contact your local office; or  
University of Delaware Coop. Extension  
531 S. College Ave.  
Pownsend Hall, Trailer A  
Newark, DE 19717-1303  
Phone: (302) 831-2501  
Fax: (302) 831-6758*

### **State Forestry Office**

*Delaware Forest Service  
2320 South Dupont Highway  
Dover, DE 19901-5515  
Phone: (302) 739-4811  
Fax: (302) 697-6287*

**DELAWARE** CONTINUED**State Department of Agriculture**

*Delaware Department of Agriculture  
2320 S. DuPont Highway  
Dover, DE 19901  
Phone: (302) 739-4811  
(800) 282-8685 (Delaware Only)  
Fax: (302) 697-6287*

**Direct marketing information resources.**

*Delaware Dept. of Agriculture  
2320 S. Dupont Highway  
Dover, DE 19901  
Phone: (302) 739-4811  
Fax: (302) 697-6287*

*Delaware Direct Marketing Association  
201 N. Dupont Highway  
Georgetown, DE 19950*

**Organization involved in sustainable growth and  
community development issues.**

*Northeast Regional Center for Rural Development  
Pennsylvania State University  
7 Armsby Building  
University Park, PA 16802-5600  
Phone: (814) 863-4656  
Fax: (814) 863-0586*

# FLORIDA

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Secretary of State*

*Division of Corporations*

*P.O. Box 6327*

*Tallahassee, FL 32314*

*Phone: (850) 487-6051*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, VA 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*Florida Department of Revenue*

*Phone: (850) 488-9750*

### Call for the location of the Department of Revenue service center nearest you.

*Obtain a Federal Employers Identification Number.*

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Atlanta, GA 39901*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (770) 455-2360  
Fax: (770) 455-2660*

### Register for Workers Compensation Insurance.

*Florida Dept of Labor & Employment Security  
Division of Workers' Compensation  
2728 Centerview Dr. Suite 300 Forest Bldg*

*Tallahassee, FL 32399*

*Phone: (850) 488-2514*

*Fax: (850) 922-6779*

### Register for Unemployment Insurance.

*Florida Department of Labor &  
Employment Security*

*Division of Unemployment Compensation*

*Bureau of Tax / Employer Info Center*

*107 E. Madison St.*

*Tallahassee, FL 32399-0212*

*Phone: (800) 482-8293*

*Call for the location of the Tax Field Office in  
your area*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Fort Lauderdale Area Office*

*8040 Peters Road, Building H-100*

*Fort Lauderdale, Florida 33324*

*Phone: (954) 424-0242*

*Fax: (954) 424-3073*

*OSHA - Jacksonville Area Office*

*Ribault Building, Suite 227*

*1851 Executive Center Drive*

*Jacksonville, Florida 32207*

*Phone: (904) 232-2895*

*Fax: (904) 232-1294*

*OSHA - Tampa Area Office*

*5807 Breckenridge Parkway, Suite A*

*Tampa, Florida 33610*

*Phone: (813) 626-1177*

*Fax: (813) 626-7015*

### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs*

### Other state licenses and permits.

*Florida Small Business Develop. Center*

*Network State Director's Office*

*UWF Downtown Center*

*19 West Garden Street, Suite 300*

*Pensacola, Florida 32501*

**FLORIDA** CONTINUED

Phone: (850) 595-6060 or (800) 644-SBDC

Fax: (850) 595-6070

Call for the location of the nearest center

**Local business licenses and permits.**

Contact the local City or County Clerk

**Zoning and building permits.**

Contact the local City or County Zoning and  
Planning Administrator

**Wage and hour, fair labor standards. U.S. Department of Labor.**

Wage & Hour Division District Office(s):

3728 Phillips Highway Suite 219

Jacksonville, FL 32207

Phone: (904) 232-2489

Fax: (904) 232-3114

Sunset Center, Rm. 255

10300 Sunset Drive

Miami, FL 33173-3038

Phone: (305) 598-6607 (English)

(305) 598-7471 (Spanish)

Fax: (305) 279-8353

3444 McCrory Place, Suite 155

Orlando, FL 32803-3712

Phone: (407) 648-6471

Fax: (407) 648-6094

Austin Laurel Bldg., Suite 300

4905 W. Laurel Ave.

Tampa, FL 33607-3838

Phone: (813) 288-1242

Fax: (813) 288-1240

**Statistical information on business conditions, economic and demographic information.**

Bureau of Economic & Business Research

221 Matherly Hall

Post Office Box 117145

Gainesville, FL 32611-7145

Phone: (352) 392-0171

Fax: (352) 392-4739

Florida Agricultural Statistics Service

P.O. Box 530105

1222 Woodward St.

Orlando, FL 32853

Phone: (407) 648-6013

Fax: (407) 648-6029

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

Small Business Administration

100 S. Biscayne Blvd. 7th Floor

Miami, FL 33131

Phone: (305) 536-5521

Fax: (305) 536-5058

**Counseling, training and managerial assistance for small business owners.**

Florida Small Business Develop. Center

Network State Director's Office

UWF Downtown Center

19 West Garden Street, Suite 300

Pensacola, Florida 32501

Phone: (850) 595-6060 or (800) 644-SBDC

Fax: (850) 595-6070

[www.florida.sbdc.com](http://www.florida.sbdc.com)

**Call for the location of the center nearest you.**

Florida Business Information Center

U.S. Small Business Administration

NationsBank/MBDA/Bell South

Small Business Resource Center

49 NW Fifth St.

Miami, FL 33128

Phone: (305) 374-1899

Fax: (305) 374-1882

## FLORIDA CONTINUED

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration  
100 S. Biscayne Blvd. 7th Floor  
Miami, FL 33131  
Phone: (305) 536-5521  
Fax: (305 ) 536-5058*

*Women's Business Development Center  
10555 West Flagler Street, Room 2612  
Miami, FL 33174  
Phone: (305) 348-3951/ (305) 348-3903  
Fax: (305) 348-3879*

*Florida One Stop Capital Shop  
St. Petersburg Business Develop. Center  
St. Petersburg, Florida Business Center  
1045 16th Street South  
St. Petersburg, Florida 33705  
Phone: (727) 893-9686  
Fax: (727) 893-9688*

*Minority Business Advocacy & Asst. Office  
2012 Capital Circle SE, Hartman Bldg., Suite 100  
Tallahassee, Florida 32399 -2152  
Phone: (850) 487-0915  
Fax: (850) 922-6852*

### **Cooperative Extension**

*Contact your local office; or  
Florida Cooperative Extension Service  
P.O. Box 110210  
University of Florida  
Gainesville, FL 32611-0210  
Phone: (352) 392-1761  
Fax: (352) 392-3583*

### **State Forestry Office**

*Division of Forestry  
3125 Conner Blvd.  
Tallahassee, FL 32399-1650  
Phone: (850) 488-4274  
Fax: (850) 488-0863*

### **State Department of Agriculture**

*Dept. of Agriculture & Consumer Services  
The capitol  
PL 10  
Tallahassee, FL  
Phone: (805) 488-3022  
Fax: (805) 488-7585*

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program**

*Florida USDA Rural Development  
4440 N.W. 25th Place  
Gainesville, FL 32606  
Phone: (850) 487-0915  
Fax: (850) 922-6852*

### **USDA Farm Service Agency**

*Florida State FSA Office  
P.O. Box 141030  
Gainesville, FL 32614-1030  
Phone: (352) 379-4500  
Fax: (352) 379-4580*

# GEORGIA

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Secretary of State  
Corporations Division - Trademark Section  
Suite 315, West Tower  
2 Martin Luther King, Jr. Drive  
Atlanta, Georgia 30334  
Phone: (404) 656-2861  
Fax: (404) 657-6380  
[www.sos.state.ga.us/4-corporations-trademarks.htm](http://www.sos.state.ga.us/4-corporations-trademarks.htm)*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*Georgia Department of Revenue  
207 Trinity-Washington Building  
Atlanta, GA 30334  
Information: (404) 651-8651  
Forms: (404) 656-4092*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Atlanta, GA 39901*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (770) 455-2360  
Fax: (770) 455-2660*

### Register for Workers Compensation Insurance.

*Georgia State Board of Workers Comp.*

*270 Peachtree St. NW  
Atlanta, GA 30303-1299*

*Phone: (404) 656- 3818;  
Outside the Atlanta area: (800) 533-0682*

### Register for Unemployment Insurance.

*Georgia Department of Labor  
Unemployment Insurance Division  
148 International Blvd. Ste. 850  
Atlanta, GA 30303  
Phone: (404) 656-5590  
Fax: (404) 657-4124*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Atlanta East Area Office  
LaVista Perimeter Office Park  
2183 N. Lake Parkway, Building 7, Ste. 110  
Tucker, Georgia 30084  
Phone: (770) 493-6644  
Fax: (770) 493-7725*

### OSHA - Atlanta West Area Office

*US Department of Labor  
2400 Herodian Way, Suite 250  
Smyrna, Georgia 30080  
Phone: (770) 984-8700  
Fax: (770) 984-8855*

*OSHA - Savannah Area Office  
450 Mall Boulevard, Suite J  
Savannah, Georgia 31406  
Phone: (912) 652-4393  
Fax: (912) 652-4329*

### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs*

### Other state licenses and permits.

*First Stop Business Information Center  
Suite 315, West Tower  
2 Martin Luther King, Jr. Drive  
Atlanta, Georgia 30334*

## GEORGIA CONTINUED

Phone: (404) 656-7061 / (800) 656-4558  
Fax: (404) 657-6380  
TTY Communications (404) 657-2392  
[www.sos.state.ga.us](http://www.sos.state.ga.us)

### **Local business licenses and permits.**

Contact the local City or County Clerk

### **Zoning and building permits.**

Contact the local City or County Zoning and  
Planning Administrator

### **Wage and hour, fair labor standards.**

U.S. Department of Labor  
Wage & Hour Division District Office  
Atlanta Federal Center  
100 Forsyth St., S.W., Room 7M10  
Atlanta, GA 30303  
Phone: (404) 562-2201  
Fax: (404) 562-2180

### **Statistical information on business conditions, economic and demographic information.**

Selig Center for Economic Growth  
Rm. 367 Brooks Hall  
University of Georgia  
Athens, GA 30602  
Phone: (706) 542-4085  
Fax: (706) 542-3858

Georgia Agricultural Statistics Service  
355 E. Hancock Ave.  
Stephens Federal Bldg, Suite 320  
Athens, GA 30601  
Phone: (706) 546-2236  
Fax: (706) 546-2416

### **Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

Small Business Administration  
1720 Peach Tree Road, NW  
6th Floor  
Atlanta, GA 30309-2482  
Phone: (404) 347-4147  
Fax: (404) 347-4745

Georgia Tech Economic Development  
Administration's (EDA) University Center  
Georgia Institute of Technology  
145 O'Keefe Building  
Atlanta, GA 30332-0640  
Phone: (404) 894-6117  
Fax: (404) 894-0291

### **Counseling, training and managerial assistance for small business owners.**

Georgia Business Information Center  
U.S. Small Business Administration  
Atlanta District Office  
270 Peachtree St., NW, Suite 140  
Atlanta GA 30303  
Phone: (404) 529-9808  
Fax: (404) 529-9853

### **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

Small Business Administration  
1720 Peach Tree Road, NW  
6th Floor  
Atlanta, GA 30309-2482  
Phone: (404) 347-4147  
Fax: (404) 347-4745

Office of Small and Minority Business  
Calandria E. Lee, Director  
200 Piedmont Ave S.E., Suite 1304, West Tower  
Atlanta, Georgia 30334  
Phone: (404) 656-6315 / 1-800-495-0053  
Fax: (404) 657-4681

Women's Economic Development Agency  
(WEDA)  
675 Ponce de Leon Avenue  
Atlanta, GA 30308  
Phone: (404) 853-7680  
Fax: (404) 853-7677



**GEORGIA** CONTINUED

*Georgia One Stop Capital Shop  
City of Atlanta One Stop Capital Shop  
City Hall East  
675 Poncedeleon Ave., N., 1st Floor  
Atlanta, GA 30308  
Phone: (404) 853-7675  
Fax: (404) 347-6391*

**Agricultural Resources and Contacts****USDA Rural Development Program Office**

*Georgia Rural Development Office  
Stephens Federal Building  
335 East Hancock Avenue  
Athens, GA 30601-2768  
Phone: (706) 546-2162  
Fax: (706) 564-2152*

**USDA Farm Service Agency**

*Georgia State FSA Office  
335 East Hancock Avenue STOP 100  
Athens, GA 30601-2775  
Phone: (706) 546-2266  
Fax: (706) 564-2151*

**Cooperative Extension**

*Contact your local office; or  
Georgia Cooperative Extension Service  
Rm. 111 Conner Hall  
University of Georgia  
Athens, GA 30602  
Phone: (706) 542-3824  
Fax: (706) 542-8115*

**State Forestry Office**

*Georgia Forestry Commission  
P.O. Box 819  
Macon, GA 31202-0819  
Phone: (912) 751-3480  
Fax: (912) 751-3465*

**State Department of Agriculture**

*Department of Agriculture  
204 Agriculture Building  
Capitol Square  
Atlanta, GA 30334  
Phone: (404) 656-3600  
Fax: (404) 651-8206*

**Support for technology transfer, research and development and value added products in natural resources and agriculture.**

**Manufacturing Research Center**

*Georgia Institute of Technology  
Atlanta, GA 30332-0560  
Phone: (404) 894-9687  
Fax: (404) 894-9343*

**Organic product information/ certification**

*Georgia Organic Growers Association  
Members Technical Assistance  
4400 Happy Valley Circle  
Newnan, GA 30263-4088  
Phone: (770) 621-4642  
Fax: (770) 253-0347*

**Direct marketing information resources**

*Georgia Department of Agriculture  
19 MLK Jr. Drive  
Rm. 330 Ag. Building  
Atlanta, GA 30334  
Phone: (404) 656-3680  
Fax: (404) 656-9380*

**Organizations involved in sustainable growth and community development issues**

*The Georgia Conservancy  
1776 Peachtree St. NW, Suite 400 South  
Atlanta, GA 30309  
Phone: (404) 876-2900  
Fax: (404) 872-9229*

## GEORGIA CONTINUED

### **The Conservation Fund**

*Southeast Office*

*P.O. Box 1362*

*Tucker, GA 30085-1362*

*Phone: (770) 414-0211*

*Fax: (770) 938-0585*

### **Southern Rural Development Center**

*P.O. Box 9656*

*Mississippi State, MS 39762*

*Phone: (601) 325-3207*

*Fax: (601) 325-8915*

# HAWAII

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Business Action Center  
1130 North Nimitz Highway  
Second Level, Suite A-254  
Honolulu, Hawaii, 96817  
Phone: (808) 586-2545*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, Virginia 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*Business Action Center  
1130 North Nimitz Highway  
Second Level, Suite A-254  
Honolulu, Hawaii, 96817  
Phone: (808) 586-2545*

### Obtain a Federal Employers Identification Number.

*Business Action Center  
1130 North Nimitz Highway  
Second Level, Suite A-254  
Honolulu, Hawaii, 96817  
Phone: (808) 586-2545*

### Register for Workers Compensation Insurance.

*Business Action Center  
1130 North Nimitz Highway  
Second Level, Suite A-254  
Honolulu, Hawaii, 96817  
Phone: (808) 586-2545*

*Workers' Compensation Division  
P.O. Box 3769 Honolulu, Hawaii 96812  
Phone: (808) 586-9151  
Fax: (808) 586-9129*

### Register for Unemployment Insurance.

*Business Action Center  
1130 North Nimitz Highway  
Second Level, Suite A-254  
Honolulu, Hawaii, 96817  
Phone: (808) 586-2545*

*Unemployment Insurance Division  
P.O. Box 700 96809  
Phone: (808) 586-8914 / 8913*

### Occupational Safety and Health Administration (OSHA).

*Occupational Safety & Health Division  
830 Punchbowl Street Room 423  
Honolulu, Hawaii 96813  
Phone: (808) 586-9100  
Fax: (808) 586-9104*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs*

### Other state licenses and permits.

*Business Action Center  
1130 North Nimitz Highway  
Second Level, Suite A-254  
Honolulu, Hawaii, 96817  
Phone: (808) 586-2545  
Fax: (808) 586-2544*

*Hawaii: 974-4000, ext.6-2545  
Kauai: 274-3141, ext. 6-2545  
Maui: 984-2400, ext. 6-2545  
Molokai/Lanai: 1-800-468-4644, ext. 6-2545*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and Planning Administrator*

# HAWAII CONTINUED

## Wage and hour, fair labor standards.

*Dept. of Labor and Industrial Relations  
Enforcement Division  
830 Punchbowl St. Rm. 340  
Honolulu, HI 96813  
Phone: (808) 586-8777*

*U.S. Department of Labor  
Wage & Hour Division District Office  
300 Ala Moana Blvd. Room 7328  
Honolulu, HI 96850  
Phone: (808) 541-1361  
Fax: (808) 541-2956*

## Statistical information on business conditions, economic and demographic information.

*State of Hawaii  
Department of Business, Economic Development  
& Tourism  
Business Resource Center  
P.O. Box 2359  
No. 1 Capitol District Building  
250 S. Hotel Street, 4th floor, Ewa Wing  
Honolulu, HI 96813  
Phone: (808) 586-2423  
Fax: (808) 587-2790*

*Hawaii Agricultural Statistics Service  
Hawaii Dept. of Agriculture Bldg/  
1428 South King Street  
P.O. Box 22159  
Honolulu, HI 96823-2159  
Phone: (808) 973-2907  
Fax: (808) 973-2909*

## Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.

*Statewide Small Business Development Center  
State Office  
University of Hawaii-Hilo  
200 West Kawili Street  
Hilo, HI 96720-4091  
Phone: (808) 933-3515*

*Small Business Administration  
300 Ala Moana Blvd. Rm 2-235  
Honolulu, HI 96850-4981  
Phone: (808) 541-2990  
Fax: (808) 541-2976*

## Counseling, training and managerial assistance for small business owners.

*Business Information & Counseling Center  
1111 Bishop St., Suite 204  
Honolulu, HI 96813-4981  
Phone: (808) 522-8130  
Fax: (808) 522-8135*

*Small Business Hawaii  
Hawaii Kai Corporate Plaza  
6600 Kalanianaʻole Highway, Suite 212  
Honolulu, Hawaii 96825  
Phone: (808) 396-1724  
Fax: (808) 396-1726*

*Pacific Business Center  
College of Business Administration  
University of Hawaii at Manoa  
2404 Maile Way, 4th Floor  
Honolulu, HI 96822  
Phone: (808) 956-6286  
Fax: (808) 956-6278*

## Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.

*Honolulu Minority Business Devel. Center  
820 Mililani St., Ste 810  
Honolulu, HI 96813  
Phone: (808) 531-6232  
Fax: (808) 523-8590*

*The Immigrant Center  
720 North King Street  
Honolulu, HI 96817  
Phone: (808) 845-3918*

**HAWAII** CONTINUED*Alu Like - Oahu*

*Business Development Center  
1120 Maunakea Street, Ste 273  
Honolulu, HI 96817  
Phone: (808) 524-1225*

*Alu Like - Hawaii*

*32 Kinoole Street, #102  
Hilo, HI 96720  
Phone: (808) 961-2625*

*Alu Like - Kauai*

*3129 Peleke St. Bldg. A  
Lihue, HI 96766  
Phone: (808) 245-8545*

*Alu Like - Maui*

*1977 Kaohu St.  
Wailuku, HI 96793  
Phone: (808) 242-9774*

*Alu Like - Molokai*

*P.O. Box 392  
Kaunakakai, HI 96748*

**Agricultural Resources and Contacts****USDA Rural Development Program Office**

*Hawaii USDA Rural Development Office  
U.S. Department of Agriculture  
Rural Development  
Room 311, Federal Building  
154 Waianuenue Avenue  
Hilo, HI 96720  
Phone: (808) 933-3000  
Fax: (808) 933-6901  
TDD: (808) 933-6902*

**USDA Farm Service Agency**

*Hawaii State FSA Office  
P.O. Box 50008  
Honolulu, HI 96850  
Phone: (808) 541-2644  
Fax: (808) 541-2648*

**Cooperative Extension**

*Contact your local office; or  
Cooperative Extension Service  
3050 Maile Way, Gilmore Hall 203  
Honolulu, Hawaii 96822  
Phone: (808) 956-8397  
Fax: (808) 956-9105*

**State Forestry Office**

*Division of Forestry & Wildlife  
1151 Punchbowl Street  
Honolulu, HI 96813  
Phone: (808) 587-0166  
Fax: (808) 587-0160*

**State Department of Agriculture**

*Department of Agriculture  
1428 South King Street  
Honolulu, HI 96814  
Phone: (808) 973-9560*

**Support for technology transfer, research and development and value added products in natural resources and agriculture**

*The Office of Technology Transfer  
And Economic Development  
University of Hawaii  
590 Lipoa Parkway #1073  
Kihei, Hawaii 96753  
Phone: (808) 875-2600  
Fax: (808) 875-2605*

*Maui Research & Technology Center  
590 Lipoa Parkway  
Kihei, HI 96753  
Phone: (808) 875-2320  
Fax: (808) 875-2329*

**Organic product information/ certification**

*Hawaii Bio-Organic Growers Association  
P.O. Box 800  
Honaunau (Kona) HI 96726  
Phone: (808) 328-2083  
Fax: (808) 328-9760*

## **HAWAII** CONTINUED

*Hawaii Organic Farmers Association*  
431 Lilikoi Road  
Haiku (Maui), Hawaii 96708  
Phone: (808) 573-0995  
Fax: (808) 573-0995

*Kauai Organic Growers Association*  
4480 Omao Road  
Kola (Kauai), HI 96756  
Phone: (808) 742-1479

### **Direct marketing information resources**

*Hawaii Department of Agriculture*  
1428 S. King St.  
Honolulu, HI 96814  
Phone: (808) 973-9595  
Fax: (808) 973-9590

### **Organizations involved in sustainable growth and community development issues**

*1000 Friends of Kaua'i*  
P.O. Box 698  
Kilauea, HI 96754  
Phone: (808) 828-2166  
Fax: (808) 828-1329  
*Maui Tomorrow*  
P.O. Box 429  
Makawao, Maui, Hawaii 96768

*Sierra Club of Hawaii*  
P.O. Box 2577  
Honolulu, HI 96803  
Phone: (808) 538-6616  
Fax: (808) 537-9019

*Western Rural Development Center*  
Oregon State University  
Ballard Extension Hall, Rm. 307  
Corvallis, OR 97331-3607  
Phone: (541) 737-3621  
Fax: (541) 737-1579

## IDAHO

**Business Requirements:****Determine the Legal Form of the Business.**

Sole proprietorship, corporation, general partnership or limited liability corporation, partnership or company.

*Contact an attorney and an accountant*

**Register a Trademark or Servicemark.**

You may elect to register your trademark or servicemark within the state. To do so, contact the following:

*Secretary of State*

*State House, Room 203*

*Boise, ID 83720*

*Phone: (208) 334-2300*

**Obtain a Sales Tax License.**

This authorizes a business to collect sales tax on retail transactions and is essential for retail businesses. Identify other tax requirements.

*State Tax Commission*

*800 Park Blvd., Plaza 4*

*P.O. Box 36*

*Boise, ID 83722*

*Phone: (208) 334-7660*

Some *municipalities* also require sales tax licenses; contact the local City Clerk.

**Obtain a Federal Employers Identification Number.**

All businesses with employees must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most*

*Social Security Administration and IRS*

*offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Ogden, UT 84201*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Fax: (801) 620-7115*

**Prepare to File Business Income Taxes.**

Find out early about the forms you must file and when they are due.

*Internal Revenue Service*

*Taxpayer Service*

*Federal Building, Room 327*

*550 West Fort Street*

*Boise, ID 83724-0041*

*Phone: (208) 334-9153 or (800) 829-1040*

**Register for Workers' Compensation Insurance.**

All businesses with employees must carry this insurance to cover on-the-job injuries.

*Industrial Commission*

*317 Main Street*

*P.O. Box 83720*

*Boise, ID 83720-0041*

*Phone: (208) 334-6000*

**Register for Unemployment Tax.**

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*Department of Labor*

*Employer Accounts Bureau*

*317 Main Street*

*Boise, ID 83735*

*Phone: (208) 334-6318*

**Occupational Safety and Health Administration (OSHA).**

Provides information and inspection regarding safety in the workplace.

*U.S. Department of Labor*

*1150 N. Curtis Road, Suite 201*

*Boise, ID 83706-1234*

*Phone: (208) 321-2960*

*Fax: (208) 321-2966*

**Liability and General Business Insurance.**

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

## IDAHO CONTINUED

### Other State Licenses and Permits.

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with environmental impacts.

*Bureau of Occupational Licenses*

*Owyhee Plaza*

*1109 Main Street, Suite 220*

*Boise, ID 83702-5642*

*Phone: (208) 334-3233*

*—OR—*

*Department of Commerce*

*700 W. State Street*

*Boise, ID 83720*

*Phone: (208) 334-2470*

### Local Business Licenses and Permits.

Many municipalities require separate business licenses, especially for home-based operations.

*Contact the local City or County Clerk*

### Zoning and Building Permits.

Check with the appropriate office to make certain that the proposed use for the building is approved.

*Contact the local City or County Zoning and Planning Administrator*

### Wage and Hour, Fair Labor Standards Information.

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to state and federal minimum wage, overtime and child labor requirements.

#### State

*Idaho Department of Labor*

*Wage and Hour Section*

*317 W. Main Street*

*Boise, ID 83735*

*Phone: (208) 332-7451*

#### Federal

*U.S. Dept. of Labor*

*Wage and Hour Division*

*1150 N. Curtis Road, Suite 202*

*Boise, ID 83706-1234*

*Phone: (208) 321-2987 or (503) 326-3052  
ext. 205 for publications and to register a business.*

### Assumed Business Name.

Also known as “Doing Business As”, one filing is done for the entire state. This office also handles the filing that must be done to register a business. This is required so you can legally do business; most banks require the information for business accounts.

*Secretary of State*

*700 West Jefferson*

*Basement West*

*P.O. Box 83702*

*Boise, ID 83720-0080*

*Phone: (208) 334-2301*

### Information on Regulations, Permits and Licenses; International Trade Assistance; Travel and Tourism Promotion; Census Data Center with Economic and Demographic Data; Financial Information.

*Department of Commerce*

*700 W. State St.*

*Boise, ID 83702*

*Phone: (208) 334-2470*

Publication titled *Starting a Business in Idaho* available free upon request—highly recommended. Detailed information about licenses and taxes.

### Information regarding business assistance, publications, financing, government procurement assistance, surety bond guarantee, Minority Small Business Assistance Program, workshops and publications.

*Small Business Administration*

*1020 Main, Suite. 290*

*Boise, ID 83720*

*Phone: (208) 334-1696*

### Business information, library and “Help” desk.

*Business Information Center*

*1020 Main, Suite 290*

*Boise, ID 83702*

*Phone: (208) 334-1696 ext. 236*

### Counseling, Training and Managerial Assistance for Small Business Owners.

Wide variety of subject areas such as marketing, finances, production and organization.



**IDAHO** CONTINUED**Agricultural Resources and Contacts:**

*Small Business Development Centers*  
*Boise State University, College of Business & Economics*  
*1910 University Dr.*  
*Boise, ID 83725*  
*Phone: (208) 426-3875*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration*  
*1020 Main, Suite 290*  
*Boise, ID 83702*  
*Phone: (208) 334-1696*  
*Fax: (208) 334-1696*

**Statistical information on business conditions, economic and demographic information.**

*Center for Business Research*  
*1651 Alvin Ricken Drive*  
*Idaho State University*  
*Pocatello, ID 83201*  
*Phone: (208) 236-3050*  
*Fax: (208) 236-5960*

*Center for Business Develop. & Research*  
*University of Idaho*  
*P.O. Box 443227*  
*Moscow, Idaho 83844-3227*  
*Phone: (208) 885-6265*  
*Fax: (208) 885-5580*

*Idaho Agricultural Statistics Service*  
*P.O. Box 1699*  
*Boise, Idaho 83701*  
*Phone: (208) 334-1507*  
*Fax: (208) 334-1114*

**USDA Rural Development Program office**  
*Idaho Rural Development Office*  
*9173 West Barnes Street*  
*Suite A1*  
*Boise, ID 83709*  
*Phone: (208) 378-5600*  
*Fax: (208) 378-5643*

**USDA Farms Service Agency**  
*Idaho State FSA Office*  
*9173 W. Barnes Street, Suite B*  
*Boise, ID 83709-1555*  
*Phone: (208) 378-5650*  
*Fax: (208) 378-5678*

**Cooperative Extension**  
*Contact your local office; or*  
*Idaho Cooperative Extension System*  
*Sixth & Rayburn Sts.*  
*Moscow, ID 83844-2338*  
*Phone: (208) 885-6639*  
*Fax: (208) 885-6654*

**State Forestry Office**  
*Idaho Department of Lands*  
*954 West Jefferson St.*  
*P.O. Box 83720*  
*Boise, ID 83720-0050*  
*Phone: (208) 334-0200*  
*Fax: (208) 334-2339*

**State Department of Agriculture**  
*Idaho Department of Agriculture*  
*P.O. Box 790*  
*Boise, ID 83701*  
*Phone: (208) 332-2411*  
*Fax: (208) 332-8500*

**Organic product information/certification**  
*Idaho Department of Agriculture*  
*2270 Old Penitentiary Road*

## **IDAHO** CONTINUED

*P.O. Box 790*

*Boise, ID 83701-0790*

*Phone: (208) 332-2623*

*Fax: (208) 334-2170*

*(State Certification program)*

*Idaho Organic Producers Association*

*11741 Bullock Lane*

*Middleton, ID 83644*

*Phone: (208) 585-9185*

*The Conservation Fund*

*Northwest Office*

*P.O. Box 1524*

*Sun Valley, ID 83353*

*Phone: (208) 726-4419*

*Fax: (208) 726-4429*

### **Direct marketing Information Resources**

*Idaho Dept. of Agriculture*

*Division of Market and Support Services*

*P.O. Box 790*

*Boise, ID 83701*

*Phone: (208) 332-8538*

*Fax: (208) 334-2879*

*Pacific Northwest Farm Direct Marketing  
Association*

*P.O. Box 4612*

*Pasco, WA 99302*

### **Organizations involved in sustainable growth and community development issues.**

*Idaho Smart Growth*

*910 Main St., Ste. 314*

*Boise, ID 83702*

*P.O. Box 374*

*Boise, ID 83701*

*Phone: (208) 344-6184*

*Fax: (208) 344-6382*

*Idaho Rural Partnership*

*317 Main St.*

*Boise, ID 83702*

*Phone: (208) 334-6113*

*Fax: (208) 334-6118*

# ILLINOIS

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Illinois Secretary of State  
Business Services - Trademark Division  
3rd Floor Howlett Bldg.  
Springfield, IL 62756  
Phone: (217) 524-0400*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*Illinois Department of Revenue  
Central Registration Division  
P.O. Box 19030  
Springfield, IL 62794-9030  
Phone: (217) 785-2889*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Kansas City, MO 64999*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (816) 926-5999  
Fax: (816) 926-7988*

### Register for Workers Compensation Insurance.

*Industrial Commission  
100 West Randolph Street, Suite 8-200  
Chicago, Illinois 60601  
Phone: (312) 814-6611  
Fax: (312) 814-6523*

### Register for Unemployment Insurance.

*Illinois Dept. of Employment Security  
401 So. State  
Rev. Division - 4th Fl. West  
Chicago, IL 60605  
Phone: (312) 793-4880*

### Occupational Safety and Health Administration (OSHA).

*Regional Office  
230 South Dearborn Street, Room 3244  
Chicago, Illinois 60604  
Phone: (312) 353-2220  
Fax: (312) 353-7774  
Call for the location of the office in your area*

### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs*

### Other state licenses and permits.

*Illinois Department of Commerce and Community  
Affairs  
First Stop Business Information Center  
620 East Adams, Level 3  
Springfield, IL 62701  
Phone: (800) 252-2923 (Inside Illinois)  
(217) 785-6251 (outside Illinois)  
Fax: (217) 782-1998*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and  
Planning Administrator*

### Wage and hour, fair labor standards.

*Department of Labor  
Fair Labor Standards Division  
State of Illinois Building  
160 N. LaSalle Ste. C-1300  
Chicago, IL 60601  
Phone: (312) 793-1804  
Fax: (312) 793-5257*

## **ILLINOIS** CONTINUED

*U.S. Department of Labor  
Wage & Hour Division District Office(s):*

*230 South Dearborn Street Room 412  
Chicago, IL 60604-1595  
Phone: (312) 353-8145  
Fax: (312) 353-2327*

*509 West Capitol Avenue Suite 205  
Springfield, IL 62704-1929  
Phone: (217) 492-4060  
Fax: (217) 492-4910*

### **Statistical information on business conditions, economic and demographic information.**

*Illinois Agricultural Statistics Service  
P.O. Box 19283  
Springfield, IL 62794-9283  
Phone: (217) 492-4295  
Fax: (217) 492-4291*

### **Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*U.S. Small Business Administration  
500 W. Madison St.  
Chicago, IL 60661-2511  
Phone: (312) 353-4528  
Fax: (312) 886-5688*

### **Counseling, training and managerial assistance for small business owners.**

*U.S. Small Business Administration  
Illinois District Office  
Business Information Center  
500 W. Madison Street, Suite 1250  
Chicago, IL 60661-2511  
Phone: (312) 886-0710  
Fax: (312) 886-5688*

### **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Business Enterprise Program for Minorities,  
Females and Persons with Disabilities  
James R. Thompson Center*

*100 West Randolph Street, Suite 4-400  
Chicago, Illinois, 60601  
Phone/TDD: (312) 814-4190 / (800) 356-9206  
Relay Line for the Hearing Impaired:  
(800) 526-0844*

*Women's Business Development Center  
8 South Michigan Avenue, Suite 400  
Chicago, IL 60603  
Phone: (312) 853-3477  
Fax: (312) 853-0145*

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program**

*Illinois USDA Rural Development Office  
Illini Plaza, Suite 103  
1817 South Neil Street  
Champaign, IL 61820  
Phone: (217) 398-5235  
Fax: (217) 398-5337*

### **USDA Farm Service Agency**

*Illinois State FSA Office  
P.O. Box 19273  
3500 West Wabash  
Springfield, IL 62794  
Phone: (217) 241-6600  
Fax: (217) 241-6619*

### **Cooperative Extension**

*Contact your local office; or  
University of Illinois Extension  
214 Mumford Hall  
Champaign, IL 61820  
Phone: (217) 333-5900  
Fax: (217) 244-5403*

### **State Forestry Office**

*Division of Forest Resources  
524 S. Second Street (62701)  
P.O. Box 19225  
Springfield, IL 62794-9225  
Phone: (217) 782-2361  
Fax: (217) 785-5517*

**ILLINOIS** CONTINUED**State Department of Agriculture***Illinois Department of Agriculture**P.O. Box 19281**State Fairgrounds**Springfield, IL 62794-9281**Phone: (217) 782-2172**TDD: (217) 524-6858**Fax: (217) 785-4505***Direct marketing information resources***Illinois Department of Agriculture**P.O. Box 19281**Springfield, IL 62794**Phone: (217) 782-6675**Fax: (217) 524-5960***Organizations involved in sustainable growth and  
community development issues***The Conservation Fund**Great Lakes Office/ Midwest Office**53 West Jackson Boulevard**Suite 1332**Chicago, IL 60604**Phone: (312) 913-9065**Fax: (312) 913-9523**North Central Regional Center**For Rural Development**Iowa State University**108 Curtiss Hall**Ames, IA 50011-1050**Phone: (515) 294-8321**Fax: (515) 294-3180*

# INDIANA

## Business Requirements:

Contact the Indiana Small Business Development Center. Request the Infinit Venture—The Start-up Kit for Small Business. Each kit contains federal, state and local information, forms and contact necessary to start your business, including most of the items listed here.

*Indiana Small Business Development Centers  
Suite 1275, One North Capitol Avenue  
Indianapolis, IN 46204  
Phone: (317) 264-2820 or (888) 472-3244  
<http://www.isbdcorp.org>*

The SBDC network also provides referrals and information regarding state and federal assistance programs and business incentives available statewide. Counseling, training and managerial assistance are also available through 14 local Small Business Development Centers throughout Indiana.

### One-stop Resource to more than 70 State Agencies.

*Contact the State Information Center  
Phone: (317) 233-0800 or (800) 457-8283*

### Determine the Legal Structure of Business.

*Consult your regional SBDC, the start-up kit, an attorney and/or an accountant*

### Register a Trade Name for a Sole Proprietorship or General Partnership.

File a Certificate of Assumed Business Name with your County Recorder's Office if doing business in a name other than your own. If you are filing a limited partnership, you should also contact:

*Indiana Secretary of State  
Corporation Division  
Statehouse  
Indianapolis, IN 46204  
Phone: (317) 232-6576*

### File the Proper Paperwork for a Corporation, Limited Liability Company, Limited Liability Partnership or a Trademark.

File Articles of Incorporation with:

*Indiana Secretary of State  
Corporate Division  
Phone: (317) 232-6576*

—AND—

To elect S corporation status, also file Form 2553, Election by a Small Business Corporation with:

*Internal Revenue Service  
Phone: 800-829-1040  
<http://www.irs.ustreas.gov>*

Forming a LLC is similar to forming a corporation. Articles of organization must be filed with the Indiana Secretary of State's Office. The members then enter into an operating agreement, which is similar to the bylaws of a corporation.

### Obtain a Business Tax Application.

If your business will sell, rent or lease tangible products, you must obtain Form BT-1, Business Tax Application. Also, section B of this form will register you for your Retail Merchant's Certificate..

*Indiana Department of Revenue  
Indiana Government Center—North  
Room 248  
100 North Senate Avenue  
Indianapolis, IN 46204  
Phone: (317) 233-4015*

*Compliance Division,  
Corporate Tax Section: (317) 232-2189  
Individual Income: (317) 233-2240  
Property Tax: (317) 232-3775*

### Obtain a Local Sales Tax License.

Some local municipalities require a local sales tax license in addition to the state license.

*Contact the local City Clerk or the SBDC*

### Obtain a Federal Employer Identification Number (FEIN).

All business except sole proprietorships with no employees must obtain a FEIN. It is issued to report all federal payroll taxes on employees as well as business income. Complete form SS-4, Application for Employer Identification Number.

*You can obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

**INDIANA** CONTINUED

To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Cincinnati, OH 45999

To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (606) 292-5467  
Fax: (606) 292-5760  
<http://www.irs.ustreas.gov>

**Register for Unemployment Insurance.**

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own. Complete Form 2837, Report to Determine Status.

Contact your local SBDC  
—OR—

Indiana Department of Workforce Development  
Indiana Government Center—South  
100 North Senate Avenue  
Indianapolis, IN 46204  
Phone: (317) 232-7698

**Register for Workers' Compensation Insurance.**

Workers' compensation insurance must be obtained to cover all employees, including working corporate officers.

Contact a private insurance carrier  
—OR—

Indiana Compensation Rating Bureau  
5920 Castleway West Drive Ste. 121  
Indianapolis, IN 46250  
Phone: (317) 842-2800  
Fax: (317) 842-3717

Corporate officers may elect to reject workers' compensation insurance coverage, but must do so in writing with their insurance carrier or with the Workers' Compensation Board if there are no regular employees in the business.

**Local Licenses and Permits.**

Many local governments require separate local licenses, permits and have zoning restrictions that apply to all businesses including home-based business.

Contact the City or County Clerks Local Zoning and Planning Office or the SBDC

**Other Federal/State Licenses and Permits.**

Many occupations require specific licenses and permits.

Contact the State Information Center  
Phone: (317) 233-0800 or (800) 457-8283

The Indiana Department of Environment Management (IDEM) monitors and enforces environmental regulations. IDEM offers technical assistance and works with industry on issues ranging from compliance to permits.

Indiana Department of Environmental Management  
100 North Senate Avenue, Room N1301  
Indianapolis, IN 46204  
Phone: (317) 233-6894

**Obtain Information Regarding Workplace Safety and Inspection Requirements through the Occupational Safety and Health Administration (OSHA).**

Provides information and inspection regarding safety in the workplace.

IOSHA  
Bureau of Safety, Education and Training  
Consultation Services  
Division of Labor, Room W195  
402 West Washington  
Indianapolis, Indiana 46204  
Phone: (317) 232-2688  
Fax: (317) 233-1868

**Wage and Hour, Fair Labor Standards Information.**

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

Indiana Dept. of Labor - Wage & Hour Div.  
402 W. Washington Rm W195  
Indianapolis, IN 46204  
Phone: (317) 232-2673  
Fax: (317) 233-3790  
—AND—

## INDIANA CONTINUED

*U.S. Department of Labor  
Wage & Hour Division District Office(s):  
429 N. Pennsylvania St. Room 403  
Indianapolis, IN 46204-1873  
Phone: (317) 226-6801  
VM: (317) 687-3289  
Fax: (317) 226-5177*

*501 E. Monroe, Suite 160  
South Bend, IN 46601-1615  
Phone: (219) 236-8331  
Fax: (219) 236-8819*

### **State Assistance Available.**

For assistance in electronic commerce; for identifying contracting opportunities in new markets such as with the government and corporations; for identifying local small business incubator programs; for counseling, training and managerial assistance throughout Indiana; and for statewide advocacy for women and minority owned businesses.

*Indiana Small Business Development Corp (ISBD Corp)  
Suite 1275, One North Capitol Avenue  
Indianapolis, IN 46204-3244  
Phone: (317) 264-2820 or (888) 472-3244  
<http://www.isbdcorp.org>*

*Indiana Women In Business  
Indianapolis: (317) 631-5430  
South Bend: (219) 234-0051 x 344*

*Minority Business Enterprise (MBE)  
State Marketing Assistance Program  
Small Business Develop. Center Network  
One North Capitol Avenue, Suite 1275  
Indianapolis, Indiana 46204  
Phone: (317) 264-2820 / (888) ISBD-244*

For programs designed to help small and medium-sized manufacturing businesses assess and solve problems related to technology, training, marketing, quality awareness education and financing through a network of regional offices.

*Indiana Business Modernization and Technology Corporation (BMT)  
One North Capitol Avenue, Suite 925  
Indianapolis, IN 46204-3244  
Phone: (317) 635-3058 or (800) 877-5182  
<http://www.bmtadvantage.org>*

For information regarding site local services, international trade assistance, energy policy issues for businesses that are relocating, expanding or growing in Indiana.

*Indiana Department of Commerce  
Suite 700, One North Capitol Avenue  
Indianapolis, IN 46204  
Phone: (317) 232-8800*

*Energy Policy Division  
Phone: (317) 232-8911 or (800) 382-4631*

*International Trade Division  
Phone: (317) 233-3762*

*Business Development Division  
Phone: (317) 232-8888 or (800) 463-8081*

### **Federal Assistance Available.**

Information regarding business assistance, publications and financing.

*Small Business Administration  
SCORE  
429 North Pennsylvania Avenue  
Indianapolis, IN 46204  
Phone: (317) 226-7272*

*U.S. Small Business Administration  
429 North Pennsylvania Street, Suite 100  
Indianapolis, IN 46204-1873  
Phone: (317) 226-7272  
Fax: (317) 226-7259*

## **Agricultural Resources and Contacts**

**USDA Rural Development Program Office**  
*Indiana Rural Development Office  
5975 Lakeside Boulevard  
Indianapolis, IN 46278  
Phone: (317) 290-3100  
Fax: (317) 290-3095*



**INDIANA** CONTINUED**USDA Farm Service Agency**

*Indiana FSA State Office  
5981 Lakeside Boulevard  
Indianapolis, IN 46278  
Phone: (317) 290-3030  
Fax: (317) 290-3045  
TDD: (317) 290-3343*

**Cooperative Extension**

*Contact your local office; or  
Purdue University Cooperative Extension  
1140 Agricultural Administration Building  
West Lafayette, IN 47907-1140  
Phone: (765) 498-8489  
Fax: (765) 494-5876*

**State Forestry Office**

*Dept. of Natural Resources  
402 W. Washington St.  
Room W296  
Indianapolis, IN 46204  
Phone: (317) 232-4105  
Fax: (317) 233-3863*

**State Department of Agriculture**

*Office of the Commissioner of Agriculture  
ISTA Center, Suite 414  
150 W. Market Street  
Indianapolis, IN 46204-2810  
Phone: (317) 232-8770  
Fax: (317) 232-1362*

**Organic product information/certification**

*Office of the Commissioner of Agriculture  
ISTA Center, Suite 414  
150 W. Market Street  
Indianapolis, IN 46204  
Phone: (317) 232-8770  
Fax: (317) 232-1362  
(State Certification Program)*

*Indiana Certified Organic  
1168 68 N. CR 575 W*

*Greencastle, IN 46135*

*Phone: (765) 653-8933*

*Fax: (765) 653-8933*

*Ohio Ecological Food & Farming Association*

*P.O. Box 82234*

*Columbus, Ohio 43202*

*Phone: (614) 294-FOOD (3663)*

*Fax: (614) 291-3276*

*Direct Marketing Information Resources*

*Purdue University*

*1165 Hort Building*

*West Lafayette, IN 47907-1165*

*Phone: (765) 494-1314*

*Fax: (765) 494-0391*

**Organizations involved in sustainable growth and  
Community development issues**

*North Central Regional Center*

*For Rural Development*

*Iowa State University*

*108 Curtiss Hall*

*Ames, IA 50011-1050*

*Phone: (515) 294-8321*

*Fax: (515) 294-3180*

# IOWA

## Business Requirements:

### Determine the Legal Form of the Business.

Sole proprietorship, corporation or partnership.

*Contact an attorney and an accountant*

### File a Trademark or Trade Name, Register a General Partnership or Corporation.

This is required so you can legally do business. Most banks require the information for business accounts.

*Corporations Director*

*Secretary of State*

*Hoover State Office Building, 2nd Fl.*

*Des Moines, IA 50319*

*Phone: (515) 281-5204*

*Fax: (515) 242-5953*

*email: [sos@sos.state.ia.us](mailto:sos@sos.state.ia.us)*

*<http://sos.state.ia.us>*

### Register a Sole Proprietorship or Simple Partnership.

This is required so you can legally do business. Most banks require the information for business accounts.

*Contact the County Recorder*

### Obtain a Sales Tax License.

This authorizes a business to collect sales tax on retail transactions and is essential for retail businesses. Identify other tax requirements.

*Department of Revenue and Finance*

*Hoover State Office Building*

*Des Moines, IA 50319*

*Phone: (515) 281-3114*

*Fax: (515) 242-6040*

*email: [iadrf@iadrf.e-mail.com](mailto:iadrf@iadrf.e-mail.com)*

*<http://www.state.ia.us/tax>*

Some *municipalities* also require sales tax licenses; contact the local city operated Permit and Business Development Center, found in most of the larger communities.

### Obtain a Federal Employers Identification Number.

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Kansas City, MO 64999*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (816) 926-5999  
Fax: (816) 926-7988*

### Register for Workers' Compensation Insurance.

All businesses with employees must carry this insurance to cover on-the-job injuries.

*Iowa Workforce Development  
Industrial Services Division  
1000 E. Grand  
Des Moines, IA 50319  
Phone: (515) 281-5934  
Fax: (515) 281-6501*

### Register for Unemployment Insurance.

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*Iowa Workforce Development  
Division of Job Services  
1000 E. Grand  
Des Moines, IA 50319  
Phone: (515) 281-5526  
Fax: (515) 242-6301*

### Occupational Safety and Health Administration (OSHA).

Provides information and inspection regarding safety in the workplace.

*OSHA Consultation and Education  
Iowa Division of Labor Services  
P.O. Box 35744  
Ankeny, Iowa 50021  
Consultation: (515) 965-7162  
Education: (515) 965-7161  
Fax: (515) 965-7166*

**IOWA** CONTINUED**Liability and General Business Insurance.**

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

**Other State Licenses and Permits.**

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with environmental impacts.

*Iowa Department of Economic Development  
Business License Information Center  
200 E. Grand Ave.  
Des Moines, IA 50309  
Phone: 800-532-1216  
Fax: (515) 242-4776  
<http://www.state.ia.us/sbro>*

**Local Business Licenses and Permits.**

Some municipalities require separate business licenses.

*Contact the local Permit and Business Development Center*

**Zoning and Building Permits.**

Check with the appropriate office to make certain that the proposed use for the building is approved.

*Contact the local City or County Zoning and Planning Administrator*

**Wage and Hour, Fair Labor Standards Information.**

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

*Iowa Workforce Development  
Division of Labor Services  
1000 E. Grand  
Des Moines, IA 50319  
Phone: (515) 281-3606  
Fax: (515) 281-7995*

**Information Regarding Support for Business Expansion, Site Location Services, Workforce Development, Finance and Local Economic Development Programs.**

*Iowa Department of Economic Development  
Small Business Resource Office  
200 E. Grand Ave.  
Des Moines, IA 50309  
Phone: (515) 242-4740  
Fax: (515) 242-4809  
<http://www.state.ia.us/government/ided>*

Information packet available on starting a business.

**Information Regarding Business Assistance, Publications and Financing.**

*Small Business Administration  
210 Walnut St., Rm 749  
Des Moines, IA 50309  
Phone: (515) 284-4422  
Fax: (515) 284-4572*

**Counseling, Training and Managerial Assistance for Small Business Owners.**

A wide variety of subject areas such as marketing, finances, production and organization. For information regarding the location nearest you call:

*Small Business Development Centers  
137 Lynn Ave.  
Ames, IA 50010  
Phone: (800) 373-7232 or (515) 292-6351  
Fax: (515) 292-0020  
<http://iowasbdc.org>*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration  
210 Walnut St.  
Des Moines, IA 50309  
Phone: (515) 284-4422  
Fax: (515) 284-4572*

## **IOWA** CONTINUED

*Iowa Department of Economic Development  
Targeted Small Business Program  
200 East Grand Avenue  
Des Moines, Iowa 50309  
Phone: (515) 242-4721  
Fax: (800) 532-1216*

### **Statistical information on business conditions, economic and demographic information.**

*The Institute for Economic Research  
The University of Iowa  
W230 Pappajohn Business Building  
Iowa City, Iowa 52242  
Phone: (319) 335-0897  
Fax: (319) 335-1956*

*Iowa Agricultural Statistics Service  
210 Walnut Street, Room 833  
Des Moines, IA 50309-2195  
Phone: (515) 284-4340 / (800) 772-0825  
Fax: (515) 284-4342*

## **Agriculture Resources and Contacts**

### **USDA Rural Development Program Office**

*Iowa Rural Development Office  
210 Walnut Street  
Federal Building, Suite 873  
Des Moines, IA 50309  
Phone: (515) 284-4663  
Fax: (515) 284-4859*

### **USDA Farm Service Agency**

*Iowa State FSA Office  
10500 Buena Vista Ct.  
Des Moines, IA 50322  
Phone: (515) 254-1540  
Fax: (515) 254-1573*

### **Cooperative Extension**

*Contact your local office; or*

*ISU Cooperative Extension Service  
218 Beardshear  
Iowa State University  
Ames, IA 50011  
Phone: (515) 294-4576  
Fax: (515) 2944-4715*

### **State Forestry Office**

*Department of Natural Resources  
Wallace Office Building  
East 9<sup>th</sup> & Grand Ave.  
Des Moines, IA 50319  
Phone: (515) 281-8656  
Fax: (515) 281-6794*

### **State Department of Agriculture**

*Dept. of Agriculture and Land Stewardship  
Wallace Building  
Des Moines, IA 50319  
Phone: (515) 281-5322/0291  
Fax: (515) 281-6236*

### **Support for technology transfer, research and development and value added products in natural resources and agriculture.**

*Iowa Department of Economic Development  
200 East Grand Ave  
Des Moines, IA 50309  
Phone: (515) 242-4805  
Fax: (515) 242-4832*

*ISU Research Park Corporation  
2501 North Loop Drive, Suite 600  
Ames, IA 50010  
Phone: (515) 296-PARK  
Fax: (515) 296-9924*

*Technology Innovation Center (TIC)  
109 Technology Innovation Center  
The University of Iowa-Oakdale Campus  
Iowa City, IA 52242-5000  
Phone: (319) 335-4063  
Fax: (319) 335-4489*

**IOWA** CONTINUED**Organic product information/certification**

*Iowa Department of Agriculture  
and Land Stewardship  
Organic Agriculture Section  
Wallace State Office Building  
Des Moines, IA 50319  
Phone: (515) 242-6343*

*Oregon Tilth Certified Organic (OTCO)  
Iowa Office  
1460 Highway 9  
Lansing, IA 52151  
Phone: (319) 538-4181*

**Direct marketing information resources**

*Iowa Dept. of Agriculture  
Wallace State Office Building  
Des Moines, IA 50319  
Phone: (515) 281-5402  
Fax: (515) 242-5015*

**Organizations involved in sustainable growth and  
community development issues**

*1,000 friend of Iowa  
104 Southwest 4<sup>th</sup> St.  
Des Moines, IA 50309  
Phone: (515) 288-KFOI (5365)  
Fax: (515) 280-3559*

*North Central Regional Center  
For Rural Development  
Iowa State University  
108 Curtiss Hall  
Ames, IA 50011-1050  
Phone: (515) 294-8321  
Fax: (515) 294-3180*

# KANSAS

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Secretary of State - Corporation Div.*

*1st Floor Memorial Hall*

*120 Southwest 10th Ave.*

*Topeka, KS 66612-1594*

*Phone: (785) 296-4564*

*Fax: (785) 296-4570*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, VA 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*Kansas Dept. of Revenue*

*915 SW Harrison St.*

*Topeka, KS 66612*

*Phone: (785) 296-3041*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Austin, TX 73301*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Phone: (512) 460-7843*

*Fax: (512) 460-8000*

### Register for Workers Compensation Insurance.

*Kansas Workers' Compensation*

*800 SW Jackson, Suite 600*

*Topeka, Kansas 66612-1227*

*Phone: (800) 332-0353 / (785) 296-3441*

*Fax: (785) 296-0839*

### Register for Unemployment Insurance.

*Kansas Department of Human Resources*

*Division of Employment Security*

*Contributions Branch*

*401 Topeka Blvd,*

*Topeka, KS 66603*

*Phone: (785) 296-5025*

*Fax: (785) 291 3425*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Overland Park Area Office*

*8600 Farley, Suite 105*

*Overland Park, Kansas 66212*

*Phone: (913) 385-7380 / (800) 366-1190*

*Fax: (913) 385-1205*

*OSHA - Wichita Area Office*

*300 Epic Center*

*301 North Main*

*Wichita, Kansas 67202*

*Phone: (316) 269-6644 / (800) 362-2896*

*Fax: (316) 269-6185*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs*

### Other state licenses and permits.

*First Stop Clearinghouse*

*Kansas Department of Commerce & Housing*

*700 SW Harrison Street, Suite 1300*

*Topeka Kansas 66603-3712*

*Phone: (785) 296-3803*

*Fax: (785) 296-3490*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and Planning Administrator*

**KANSAS** CONTINUED**Wage and hour, fair labor standards.**

*Kansas Department of Human Resources  
Office of Employment Standards  
1430 SW Topeka Blvd, 2nd Floor  
Topeka, KS 66612  
Phone: (785) 296-4062  
Fax: (785) 368-6462*

*U.S. Department of Labor  
Wage & Hour Division District Office(s):*

*Eastern Third of State:*

*Gateway Tower II  
400 State Ave., Suite 706  
Kansas City, KS 66101  
Phone: (913) 551-5721  
Fax: (913) 551-5730*

*Remainder of State:*

*106 South 15th Street, Rm. 715  
Omaha, NE 68102  
Phone: (402) 221-4682  
Fax: (402) 221-3719*

**Statistical information on business conditions, economic and demographic information.**

*Small Business Administration  
100 E. English St.  
Wichita, KS 67202  
Phone: (316) 269-6616  
Fax: (316) 269-6499*

*Kansas Agricultural Statistics Service  
632 S.W. Van Buren, Room 200  
Topeka, KS 66603  
Phone: (785) 233-2230  
Fax: (785) 233-2518*

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*Small Business Administration  
100 E. English St.  
Wichita, KS 67202  
Phone: (316) 269-6616  
Fax: (316) 269-6499*

**Counseling, training and managerial assistance for small business owners.**

*Kansas Small Business Development Centers  
214 W. 6th, Ste. 301  
Topeka, KS 66603-3719  
Phone: (785) 296-6514  
Fax: (785) 291-3261*

*Call for the SBDC in your area*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Kansas/Missouri One Stop Capital Shop  
Kansas City One Stop Capital Shop  
UMB Bank Building  
601 Minnesota Avenue, 3rd Floor  
Kansas City, KS 66101  
Phone: (913) 371-6007  
Fax: (913) 371-3207*

*Kansas Small Business Development Centers  
214 W 6th, Ste. 301  
Topeka, KS 66603-3719  
Phone: (785) 296-6514  
Fax: (785) 291-3261*

*Call for the SBDC in your area*

# KANSAS CONTINUED

## Agricultural Resources and Contacts

### USDA Rural Development Office

1200 SW Executive Drive  
Box 4653  
Topeka, KS 66604  
Phone: (785) 271-2700  
Fax: (785) 271-2708

### USDA Farm Service Agency

Kansas State FSA Office  
3600 Anderson Avenue  
Manhattan, KS 66503  
Phone: (785) 539-3531  
Fax: (785) 537-9659

### Cooperative Extension

Contact your local office; or  
Kansas State University Extension Service  
123 Umberger Hall  
Manhattan, KS 66506  
Phone: (785) 532-5820  
Fax: (785) 532-6290

### State Forestry Office

Kansas State Forest Service  
2610 Claflin Road  
Manhattan, KS 66502-2798  
Phone: (913) 532-3300  
Fax: (913) 532-3305

### State Department of Agriculture

Kansas Department of Agriculture  
901 S. Kansas Avenue  
Topeka, KS 66612-1280  
Phone: (785) 296-3558  
Fax: (785) 296-8389

### Support for technology transfer, research and development and value-added products in natural resources and agriculture

Kansas technology Enterprise Corporation (KTEC)  
214 SW Sixth Floor  
Topeka, KS 66603-3719  
Phone: (785) 296-5272  
Fax: (785) 296-1160

### Organic product information/certification

Kansas Dept of Commerce and Housing  
Agricultural Products Development Division  
Suite 1300  
700 SW Harrison  
Topeka, KS 66603-3712  
Phone: (785) 296-3737

### Direct marketing information resources

Kansas State University  
Horticulture, Forestry & Recreation  
2021 Throckmorton Hall  
Manhattan, KS 66506  
Phone: (913) 532-1439  
Fax: (913) 532-6949

Kansas Fruit Grower's Association  
1732 Jackson  
Ottawa, KS 66067  
Phone: (785) 229-2213

Kansas Vegetable Growers Association  
Horticulture Division  
Kansas State University  
2021 Throckmorton Hall  
Manhattan, KS 66506-5507  
Phone: (785) 532-1441

Kansas Nut Growers Association  
Pecan Experiment Field  
P.O. Box 247  
Chetopak, KS 67336-0247  
Phone: (316) 597-2972



**KANSAS** CONTINUED

*Kansas Grape Growers &  
Winemakers Association  
Wildwood Cellars Winery  
105 W. Main St.  
Mulvane, KS 67110  
Phone: (316) 777-9191*

**Organizations involved in sustainable growth and  
Community development issues.**

*North Central Regional Center for Rural  
Development  
Iowa State University  
108 Curtiss Hall  
Ames, IA 50011-1050  
Phone: (515) 294-8321  
Fax: (515) 294-3180*

# KENTUCKY

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Trademarks/Service Marks*

*Office of the Secretary of State*

*Room 86, State Capitol*

*Frankfort, Kentucky 40601*

*Phone: (502) 564-2848 ext. 401*

*Fax: (502) 564-4075        OR*

*700 Capitol Ave., Suite 152*

*Frankfort, Kentucky 40601*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, Virginia 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*Kentucky Revenue Cabinet*

*200 Fair Oaks Lane*

*Frankfort, KY 40620*

*Phone: (502) 564-4581*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Memphis, TN 37501*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Fax: (901) 546-3910*

### Register for Workers Compensation Insurance.

*Department of Workers' Claims*

*Perimeter Park West, Building C*

*1270 Louisville Road*

*Frankfort, Kentucky 40601*

*Phone: (502) 564-5550*

*Fax: (502) 564-8250*

### Register for Unemployment Insurance.

*Department for Employment Services*

*Unemployment Insurance*

*275 East Main Street*

*Frankfort, KY 40621*

*Phone: (502) 564-2900*

### Occupational Safety and Health Administration (OSHA).

*Kentucky Labor Cabinet*

*OSH Division of Education and Training*

*1047 U.S. Highway 127 South, Suite 4*

*Frankfort, Kentucky 40601*

*Phone: (502) 564-3070 ext. 266*

*Fax: (502) 564-4769*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs.*

### Other state licenses and permits.

*Kentucky Cabinet for Economic Development*

*Business and Entrepreneurship Development*

*Division*

*Business Information Clearinghouse*

*2200 Capital Plaza Tower*

*500 Mero Street*

*Frankfort, KY 40601*

*Phone: (800) 626-2250*

*Fax: (502) 564-5932*

### Local business licenses and permits.

*Contact the local City or County Clerk*

**KENTUCKY** CONTINUED**Zoning and building permits.**

Contact the local City or County Zoning and Planning Administrator

Louisville KY 40211

Phone: (502) 574-1143

Fax: (502) 574-1144

**Wage and hour, fair labor standards.**

Kentucky Labor Cabinet  
Division of Employment Standards,  
Apprenticeship & Training  
1047 U.S. Hwy. 127 S. Ste. 4  
Frankfort, KY 40601-4381  
Phone: (502) 564-3070  
Fax: (502) 564-2248  
U.S. Department of Labor  
Wage & Hour Division District Office  
701 Loyola Avenue, Room 13028  
New Orleans, LA 70113  
Phone: (504) 589-6171  
Fax: (504) 589-4751

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

Small and Minority Business Division  
Department of Community Development  
67 Wilkinson Boulevard  
Frankfort, Kentucky 40601  
Phone: (502) 564-2064

Kentucky Enterprise Zone Program  
Contact your local administrator:

Louisville (502) 574-3051  
Hickman (502) 236-2563  
Ashland (606) 327-2005  
Covington (606) 292-2165  
Owensboro (502) 926-4339  
Lexington (606) 258-3130  
Knox County (606) 546-6192  
Campbell County (606) 581-1777  
Paducah (502) 444-8690  
Hopkinsville (502) 887-4285

Kentucky One Stop Capital Shop  
2292 S. Hwy. 27, Suite 275  
Somerset, KY 42501  
Phone: (606) 677-6080  
Fax: (606) 677-6081

**Statistical information on business conditions, economic and demographic information.**

Kentucky Agricultural Statistics Service  
Gene Snyder & Courthouse Bldg, Rm. 645  
601 W. Broadway  
Louisville, KY 40201  
P.O. Box 1120 (40201-1120)  
Phone: (502) 582-5293  
Fax: (502) 582-5114

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

Small Business Administration  
600 Dr. M.L. King Jr. Pl. Room 188  
Louisville, KY 40202  
Phone: (502) 582-5971  
Fax: (502) 582-5009

**Counseling, training and managerial assistance for small business owners.**

Kentucky Business Information Center  
NIA Center  
2900 W. Broadway

**Agricultural Resources and Contacts**

USDA Rural Development Program Office  
Kentucky USDA Rural Development  
771 Corporate Drive, Suite 200  
Lexington, KY 40503  
Phone: (606) 224-7300  
Fax: (606) 224-7691

**Cooperative Extension**

Contact your local office; or

## KENTUCKY CONTINUED

*Kentucky Cooperative Extension Service  
College of Agriculture  
S-107 Agricultural Science Bldg. North  
University of Kentucky  
Lexington, KY 40556-0091  
Phone: (606) 257-4302  
Fax: (606) 323-3842*

### **State Forestry Office**

*Kentucky Division of Forestry  
627 Comanche Trail  
Frankfort, KY 40601  
Phone: (502) 564-4496  
Fax: (502) 564-6553*

### **State Department of Agriculture**

*Kentucky Department of Agriculture  
Room 188 Capitol Annex  
Frankfort, KY 40601  
Phone: (502) 564-5126  
Fax: (502) 564-5016*

### **Organic product information/certification**

*Kentucky Department of Agriculture  
100 Fair Oaks Lane, Suite 252  
Frankfort, KY 40601  
Phone: (502) 564-6676 ext. 263  
Fax: (502) 564-7852  
(State Certification Program)*

### **Direct marketing information resources**

*Division of Value-Added Horticulture and  
Aquaculture  
Kentucky Dept. of Agriculture  
500 Mero Street, 7<sup>th</sup> Floor  
Frankfort, KY 40601  
Phone: (502) 564-4696  
Fax: (502) 564-2133*

### **Organizations involved in sustainable growth and developmental control issues**

*Mountain Association for Community Economic  
Development (MACED)  
433 Chestnut Street*

*Berea, KY 40403  
Phone: (606) 986-2373  
Fax: (606) 986-1299*

*Southern Rural Development Center  
P.O. Box 9656  
Mississippi State, MS 39762  
Phone: (601) 325-3207  
Fax: (601) 325-8915*

# LOUISIANA

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Secretary of State, Commercial Division*

*P. O. Box 94125*

*Baton Rouge, LA 70804*

*Phone: (225) 925-4704*

*Fax: (225) 925-4726*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, VA 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*Louisiana Dept. of Revenue*

*New Business Registration: (225) 925-7318*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Memphis, TN 37501*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Fax: (901) 546-3910*

### Register for Workers Compensation Insurance.

*Office of Workers' Compensation*

*1001 North 23rd Street*

*Baton Rouge, LA 70802*

*Post Office Box 94040 (70804-9040)*

*Phone: (800) 824-4592/ (225) 342-7561*

*Fax: (225) 342-5665*

### Register for Unemployment Insurance.

*Louisiana Dept. of Labor*

*Employer Status Unit*

*P.O. Box 94186*

*101 N. 23rd. St.*

*Baton Rouge, LA 70804-9186*

*Phone: (225) 342-2941 / 2944*

*Fax: (225) 342-1943*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Baton Rouge Area Office*

*9100 Bluebonnet Centre Blvd, Suite 201*

*Baton Rouge, LA 70809*

*Phone: (225) 389-0474*

*Fax: (225) 389-0463*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs*

### Other state licenses and permits.

*Capital Small Business Development Center*

*1933 Wooddale Blvd., Suite E*

*Baton Rouge, LA 70806*

*Phone: (225) 922-0998*

*Fax: (225) 922-0024*

*Contact to find the Small Business Development Center nearest you.*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and Planning Administrator*

### Wage and hour, fair labor standards.

*U.S. Department of Labor*

*Wage & Hour Division District Office*

*701 Loyola Avenue, Room 13028*

*New Orleans, LA 70113*

*Phone: (504) 589-6171*

*Fax: (504) 589-4751*

## LOUISIANA CONTINUED

**Statistical information on business conditions, economic and demographic information.**

*Louisiana Agricultural Statistics Service  
5825 Florida Boulevard  
Baton Rouge, LA 70806  
Phone: (225) 922-1362  
Fax: (225) 922-0744*

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*Small Business Administration  
365 Canal St.  
New Orleans, LA 70130  
Phone: (504) 589-6685  
Fax: (504) 589-2339*

**Counseling, training and managerial assistance for small business owners.**

*Capital Small Business Development Center  
1933 Wooddale Blvd., Suite E  
Baton Rouge, LA 70806  
Phone: (225) 922-0998  
Fax: (225) 922-0024*

*Contact to find the Small Business Development Center nearest you*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Division For Economically Disadvantaged  
Business Development  
339 Florida Blvd. Suite 212  
Baton Rouge, LA 70802  
OR  
PO Box 44153  
Baton Rouge, LA 70804-4153  
Phone: (225) 342-53735  
Fax: (225) 342-6820*

*SE Louisiana Black Chamber of Commerce  
Women's Business Center  
2245 Peters Road, Suite 200  
Harvey, LA 70058*

*Phone: (504) 365-3866*

*Fax: (504) 365-3890*

*Women Entrepreneurs for Economic  
Development Inc. (WEED)*

*1683 North Claiborne Avenue, Suite 101  
New Orleans, LA 70116*

*Phone: (504) 947-8522*

*Fax: (504) 947-8885*

## Agricultural Resources and Contacts

### USDA Rural Development Program Office

*Louisiana State Office  
3727 Government Street  
Alexandria, LA 71302  
Phone: (318) 473-7920  
Fax: (318) 473-7829  
TDD/TDY: (318) 473-7655 and 473-7697*

### USDA Farm Service Agency

*Louisiana State FSA Office  
3737 Government Street  
Alexandria, LA 71302-3395  
Phone: (318) 473-7721  
Fax: (318) 473-7735*

### Cooperative Extension

*Contact your local office; or  
Louisiana Cooperative Extension Service  
Knapp Hall  
P.O. Box 25100  
Baton Rouge, LA 70894-5100  
Phone: (504) 388-4141  
Fax: (504) 388-2467*

### State Forestry Office

*Office of Forestry  
P.O. Box 1628  
Baton Rouge, LA 70821  
Phone: (504) 925-4500  
Fax: (504) 922-1356*

**LOUISIANA** CONTINUED**State Department of Agriculture**

*Louisiana Dept. of Agriculture & Forestry*  
*P.O. Box 631*  
*Baton Rouge, LA 70821-0631*  
*Phone: (225) 922-1234*

**Direct marketing information resources**

*Louisiana Dept. of Agriculture*  
*155 J.C. Miller Hall*  
*Baton Rouge, LA 70803*  
*Phone: (504) 388-2222*  
*Fax: (504) 388-1068*

**Organizations involved in sustainable growth and  
community development issues**

*Southern Rural Development Center*  
*P.O. Box 9656*  
*Mississippi State, MS 39762*  
*Phone: (601) 325-3207*  
*Fax: (601) 325-8915*

# MAINE

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Bureau of Corporations, Elections and Commissions*

*101 State House Station  
Augusta, ME 04333-0101  
Phone: (207) 287-4195*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*Maine Revenue Services  
Walk-In Taxpayer Assistance  
40 Western Ave. Edward Muskee Fed  
Augusta, ME 04333-0024  
Phone: (207) 626-8475*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Andover, ME 05501*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (978) 474-9717  
Fax: (978) 474-9774*

### Register for Workers Compensation Insurance.

*Workers' Compensation Board  
27 State House Station  
Augusta, ME 04333  
Phone: (207) 287-7096  
Fax: (207) 287-7198*

### Register for Unemployment Insurance.

*Bureau of Unemployment Compensation  
Dept. of Labor - Central Registration Section  
P.O. Box 1057, Augusta, ME 04332-1057  
Phone: (207) 287-3176  
Fax: (207) 287-3733*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Augusta Area Office  
West Tower, Suite 401  
100 Middle St.  
Portland, ME 04101  
Phone: (207)-780-3178  
Fax: (207) 780-3171*

*OSHA - Bangor Area Office  
202 Harlow Street, Room 211  
Bangor, ME 04401  
Phone: (207) 941-8177  
Fax: (207) 941-8179*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs.*

### Other state licenses and permits.

*One-Stop Business License Center  
59 State House Station  
Augusta, ME 04333  
Phone: 1-800-872-3838 /  
1-800-541-5872 (Out of State)  
Fax: (207) 287-5710*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and Planning Administrator*

### Wage and hour, fair labor standards.

*Labor Standards - Wage & Hour Division  
Street Address:*



**MAINE** CONTINUED

Hallowell Annex Winthrop St.  
Hallowell, ME 04347

Mailing Address:  
Bureau of Labor Standards  
Station 45  
Augusta, ME 04333  
Phone: (207) 624-6410  
Fax: (207) 624-6449

U.S. Department of Labor  
Wage & Hour Division District Office  
2 Wall Street, 1st Floor  
Manchester, NH 03101  
Phone: (603) 666-7716  
Fax: (603) 666-7600

**Statistical information on business conditions, economic and demographic information.**

Management Information Resources and  
Research Services  
USM

P.O. Box 9300  
96 Falmouth St.  
Portland, ME 04104  
Phone: (207) 780-4420  
Fax: (207) 780-4810

New England Agricultural Statistics Service  
22 Bridge Street, 3rd Floor  
P.O. Box 1444  
Concord, NH 03302-1444  
Phone: (603) 224-9639  
Fax: (603) 225-1434

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

Maine Small Business Development Centers  
Statewide Office  
96 Falmouth Street  
P.O. Box 9300  
15 Surrenden Street  
Portland, Maine 04104-9300  
Telephone: (207) 780-4420

Fax: (207) 780-4810  
TTY: (207) 780-5646

**Counseling, training and managerial assistance for small business owners.**

Business Information Center of Maine  
The Bates Mill Complex  
35 Canal Street  
Lewiston, ME 04240  
Phone: (207) 783-2770  
Fax: (207) 783-7745

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

Coastal Enterprises Inc. (CEI) Women's  
Business Development Program (WBDP)  
7 North Chestnut Street  
Augusta, ME 04330  
Phone: (207) 621-0245  
Fax: (207) 622-9739

Maine Coastal Enterprises Inc. (CEI)  
Women's Business Development Program  
P. O. Box 268  
Wiscasset, ME 04578  
Phone: (207) 882-7552  
Fax: (207) 882-7308

## Agricultural Resources and Contacts

**USDA Rural Development program Office**

Main Rural Development Office  
444 Stillwater Avenue  
Suite 2, P.O. Box 405  
Bangor, ME 047402-0405  
Phone: (207) 990-9165

**USDA Farm Service Agency**

Maine State FSA Office  
444 Stillwater Ave. Suite 1  
Bangor, ME 04401  
Phone: (207) 990-9140  
Fax: (207) 990-9169

## MAINE CONTINUED

### **Cooperative Extension**

*Contact your local office; or*  
*University of Maine Cooperative Extension*  
*5741 Libby Hall*  
*Orono, ME 04469-5741*  
*Phone: (207) 581-3188/ (800) 287-0274*  
*Fax: (207) 581-1387*  
*TDD: (800) 287-8957*

### **State Forestry Office**

*Maine Forest Service*  
*22 State House Station*  
*Harlow Building*  
*Augusta, ME 04333*  
*Phone: (207) 287-4906*  
*Fax: (207) 287-8422*

### **State Department of Agriculture**

*Maine Dept. of Food, Agriculture &*  
*Rural Resources*  
*287 State House Station*  
*Augusta, ME 04333*  
*Phone: (207) 287-3871*  
*Fax: (207) 287-7548*

### **Support for technology transfer, research and development and Value added products in natural resources and agriculture**

*Maine Science & Technology Foundation*  
*77 Sewall Street*  
*Augusta, ME 04330*  
*Phone: (207) 621-6350*  
*Fax: (207) 621-6369*

### **Organic product information/certification**

*Maine Organic Farmers and Gardeners Assn.*  
*283 Water Street*  
*4<sup>th</sup> Floor, POB 2176*  
*Augusta, ME 04338*  
*MOFGA Office: (207) 622-3118*  
*Common Ground Fair Office: (207) 623-5115*  
*Fax: (207) 622-3119*

### **Direct marketing information resources**

*Maine Dept. of Agriculture*  
*Marketing & Product Development*  
*28 State House Station*  
*Augusta, ME 04333*  
*Phone: (207) 287-3491*  
*Fax: (207) 287-5576*

*Maine Product Marketing Program*  
*Dept. of Economic and Community Development*  
*33 Stone Street, 59 State House Station*  
*Augusta, ME 04333-0059*

*North American Farmers' Direct Marketing*  
*Association*  
*32 White Loaf Road*  
*Southampton, MA 01073*  
*Phone: (888) 884-9270*

### **Organizations involved in sustainable growth and community development issues**

*Natural Resources Council of Maine*  
*301 State Street*  
*Augusta, ME 04330*  
*Phone: (207) 622-3101*  
*Fax: (207) 622-4343*

*Northeast Regional Center for Rural Development*  
*Pennsylvania State University*  
*7 Armsby Building*  
*University Park, PA 16802-5600*  
*Phone: (814) 863-4656*  
*Fax: (814) 863-0586*

# MARYLAND

## Business Requirements:

Fax: (215) 516-3990

### Determine the legal form of the business.

Maryland Dept. of Assessments & Taxation  
301 W. Preston St.  
Baltimore, MD 21201  
Phone: (410) 767-1340  
<http://www.dat.state.md.us>

### File a trademark or trade name, register a business.

Maryland Dept. of Assessments & Taxation  
301 W. Preston St.  
Baltimore, MD 21201  
Phone: (410) 767-1340  
<http://www.dat.state.md.us>

U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000

### Identify state tax requirements.

Revenue Administration  
110 Carroll St.  
Anapolis, MD 21411  
Phone: (410) 260-7292  
Fax: (410) 974-3456  
<http://www.comp.state.md.us/business>

### Obtain a Federal Employers Identification Number.

You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.

To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Philadelphia, PA 19255

To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (215) 516-6999

### Register for Workers Compensation Insurance.

Workers' Compensation Commission  
6 North Liberty St.  
Baltimore, MD 21201  
Phone: (410) 767-0900  
<http://www.charm.net/~wcc>

### Register for Unemployment Insurance.

Maryland Department of Labor, Licensing &  
Regulation  
501 St. Paul Place  
Baltimore, MD 21202  
Phone: (410) 949-0022 (in Baltimore area); or  
(800) 827-4839 (outside Baltimore area)  
<http://www.dllr.state.md.us>

### Occupational Safety and Health Administration (OSHA).

Maryland Occupational Safety & Health  
1100 N Eutaw St, Rm 613  
Baltimore, MD 21201  
Phone: (410) 767-2215  
Fax: (410) 767-2003

### Liability and general business insurance.

Contact a local insurance agent for your business  
insurance needs

### Other state licenses and permits.

Depart. of Business & Economic Develop.  
217 E. Redwood St.  
Baltimore, MD 21202  
Phone: (800) 541-8549  
<http://www.blis.state.md.us>

### Local business licenses and permits.

Depart. of Business & Economic Develop.  
217 E. Redwood St.  
Baltimore, MD 21202  
Phone: (800) 541-8549  
<http://www.blis.state.md.us>

# MARYLAND CONTINUED

## **Zoning and building permits.**

Contact the local City or County Zoning and Planning Administrator  
<http://www.mec.state.md.us/meccont.html>  
<http://www.blis.state.md.us>

## **Wage and hour, fair labor standards.**

Maryland Dept. of Labor, Licensing and Regulation - Division of Labor & Industry  
 501 St. Paul Place  
 Baltimore, MD 21202  
 Phone: (410) 767-2236  
<http://www.dlir.state.md.us>

## **U.S. Department of Labor.**

Wage & Hour Division District Office  
 103 South Gay Street Room 207  
 Baltimore, MD 21202  
 Phone: (410) 962-3199  
 Fax: (410) 962-9512

## **Statistical information on business conditions, economic and demographic information.**

Maryland State Office of Planning  
 Room 1101  
 301 W. Preston Street  
 Baltimore, MD 21201-2365  
 Phone: (410) 767-4500  
 Fax: (410) 767-4480  
<http://www.op.state.md.us/>

Maryland Agricultural Statistics Service  
 50 Harry S. Truman Parkway, Suite 202  
 Annapolis, MD 21401  
 Phone: (410) 841-5740  
 Fax: (410) 841-5755

## **U.S. Census Bureau Economic Programs.**

<http://www.census.gov/econ/www/index.html>

## **Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

Maryland Dept. of Agriculture -  
 Agribusiness Development Program

Phone: (410) 841-5770

Fax: (410) 841-5987

<http://www.mda.state.md.us/agdev>

Dept. of Business & Economic Development  
 Governor's Office of Business Advocacy  
 217 E. Redwood St.

Baltimore, MD 21202

Phone: (410) 767-0545

<http://www.dbed.state.md.us>

Small Business Administration

10 S. Howard St., Suite 6220

Baltimore, MD 21201-2525

Phone: (410) 962-4392

Fax: (410) 962-1805

<http://www.sba.gov>

## **Counseling, training and managerial assistance for small business owners.**

Maryland Small Business Development Center (SBDC) State Headquarters  
 7100 Baltimore Avenue, Suite 401  
 College Park, MD 20740  
 Phone: (301) 403-8300  
 Fax: (301) 403-8303  
<http://www.bsos.umd.edu/sbdc>

Maryland Business Information Center  
 Small Business Resource Center  
 3 West Baltimore Street  
 Corner of Charles & Baltimore  
 Baltimore, MD 21201  
 Phone: (410) 605-0990  
 Fax: (410) 605-0995

## **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

Department of Business & Economic Devel.  
 Maryland Small Business Development Financing Authority  
 217 E. Redwood St.  
 Baltimore, MD 21202  
 Phone: (410) 333-4270  
 Fax: (410) 333-2552  
<http://www.dbed.state.md.us>

**MARYLAND** CONTINUED*Small Business Administration**10 S. Howard St.**Baltimore, MD 21201-2525**Phone: (410) 962-4392**Fax: (410) 962-1805**<http://www.sba.gov>**Women Entrepreneurs of Baltimore, Inc.**1118 Light St., Suite 202**Baltimore, MD 21230**Phone: (410) 727-4921**Fax: (410) 727-4989**Maryland / Baltimore One Stop Capital Shop**Brokerage Building**34 Market Place, 8th Floor**Suite 800**Baltimore, MD 21202**Phone: (410) 783-4222**Fax: (410) 783-4637***Agricultural Resources and Contacts****USDA Rural Development Program Office***Maryland/Delaware Rural Development Office**4607 S. Dupont Highway**P.O. Box 400**Camden, DE 19934**Phone: (302) 697-4300**Fax: (302) 697-4390***USDA Farm Service Agency***Maryland State FSA Office**Rivers Center**8335 Guilford Rd. Suite E**Columbia, MD 21046**Phone: (410) 381-4550**Fax: (410) 962-4860***Cooperative Extension***Contact your local office or;**Maryland Cooperative Extension**University of Maryland**College Park, MD 20742**Phone: (301) 405-2907**Fax: (301) 314-9146***State Forestry Office***Maryland Forest Service**Department of Natural Resources**Tawes State Office Building**580 Taylor Avenue, E-1**Annapolis, MD 21401**Phone: (410) 260-8531**Fax: (410) 260-8595***State Department of Agriculture***Department of Agriculture**50 Harry S. Truman Parkway**Annapolis, Maryland 21401**Phone: (410) 841-5880**Fax: (410) 841-5914***Support for technology transfer, research and development and Value added products in natural resources and Agriculture***University of Maryland**College of Agriculture & Natural Resources**1106 Symons Hall**College Park, MD 20742**Phone: (301) 405-2072**Fax: (301) 314-9146**<http://www.agnr.umd.edu> [http://](http://www.agnr.umd.edu)**[www.agnr.umd.edu](http://www.agnr.umd.edu)**University of Maryland Office of Technology**Liaison**4312 Knox Rd.**College Park, MD 20742**Phone: (301) 405-4209**Fax: (301) 314-9871**Technology Extension Service**Engineering Research Center**Potomac Building #092**College Park, Maryland 20742*

## MARYLAND CONTINUED

*Phone: (301) 405-3891*

*Fax: (301) 403-4105*

*Farm Credit Systems Office*

*Central Maryland Farm Credit*

*Phone: (800) 333-7950*

*Fax: (410) 876-1072*

*<http://www.cmfc.com>*

*Chesapeake Farm Credit*

*Phone: (410) 479-2323*

*Fax: (410) 479-3345*

*<http://www.agfirst.com/chesapeake>*

*Marva Farm Credit*

*Phone: (410) 742-7273*

*Fax: (410) 543-7629*

### **Organic product information/certification**

*Maryland Department of Agriculture*

*Organic Certification Program*

*50 Harry S. Truman Parkway*

*Annapolis, MD 21401*

*Phone: (410) 841-5770*

*Fax: (410) 841-5987*

*<http://www.mda.state.md.us>*

*(State Certification Program)*

*Northeast Organic Farming Assoc. (NOFA)*

*411 Sheldon Road*

*Barre, MA 01005*

*Phone: (508) 355-2853 or 355-2270*

*Fax: (508) 355-4046*

### **Direct marketing information resources**

*Maryland Dept. of Agriculture*

*50 Harry S. Truman Parkway*

*Annapolis, MD 21401*

*Phone: (410) 841-5770*

*Fax: (410) 841-5987*

*<http://www.mda.state.md.us>*

*1000 Friends of Maryland*

*11 W. Chase St.*

*Baltimore, MD 21201*

*Phone: (410) 385-2910/ (888) 4GRO-SMART*

*Fax: (410) 385-2913*

*Chesapeake Bay Foundation*

*9 State Circle*

*Annapolis, MD 21401*

*Phone: (410) 268-7742*

*Fax: (410) 263-8648*

*Business Ecology Network*

*P.O. Box 29*

*Shady Side, Maryland 20764-9546*

*Phone: (410) 867-3596*

*Fax: (410) 267-7956*

*Center for Chesapeake Communities*

*209 West Street, Suite 201*

*Annapolis, MD 21401*

*Phone: (410) 267-8595/ (800) 826-5359*

*Fax: (410) 267-8597*

*The Conservation Fund*

*Maryland Office*

*48 Maryland Avenue, 4<sup>th</sup> Floor*

*Annapolis, MD 21401*

*Phone: (410) 280-0577*

*Fax: (410) 280-1824*

*Northeast Regional Center for Rural*

*Pennsylvania State University*

*7 Armsby Building*

*University Park, PA 16802-5600*

*Phone: (814) 863-4656*

*Fax: (814) 863-0586*

### **Organizations involved in sustainable growth and community development issues**

# MASSACHUSETTS

## Business Requirements:

### Determine the Legal Form of the Business.

Sole proprietorship, corporation or partnership.

*Contact an attorney and an accountant*

### File a Trademark or Trade Name, Register a General Partnership or Corporation.

This is required so you can legally do business. Most banks require the information for business accounts.

*Secretary of State  
Trademark Division  
One Ashburton Place, Room 1711  
Boston, MA 02202  
Phone: (617) 727-8329*

### Register a Sole Proprietorship or Simple Partnership.

This is required so you can legally do business. Most banks require the information for business accounts.

*Contact the County Recorder*

### Obtain a Sales Tax License.

This authorizes a business to collect sales tax on retail transactions and is essential for retail businesses. Identify other tax requirements.

*Massachusetts Department of Revenue  
Taxpayer Assistance Bureau  
Sales and Use Tax Unit  
100 Cambridge Street  
Boston, MA 02202  
Phone: (617) 887-6367 or (800) 829-1040*

Some *municipalities* also require sales tax licenses; contact the local city operated Permit and Business Development Center, found in most of the larger communities.

### Obtain a Federal Employers Identification Number.

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)*

*Internal Revenue Service Center  
Andover, MA 05501*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (978) 474-9717  
Fax: (978) 474-9774*

### Register for Workers' Compensation Insurance.

All businesses with employees must carry this insurance to cover on-the-job injuries.

*Department of Industrial Accidents  
Labor and Workforce Development  
600 Washington Street, 7th Floor  
Boston, MA 02111  
Phone: (617) 626-6560*

### Register for Unemployment Insurance.

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*Massachusetts Division of Employment & Training  
Contributions Department, Hurley Building  
19 Staniford Street, 5th Floor  
Boston, MA 02133  
Phone: (617) 727-6560*

### Occupational Safety and Health Administration (OSHA).

Provides information and inspection regarding safety in the workplace.

*U.S. Department of Labor  
J.F.K. Federal Building  
Boston, MA 02203  
Phone: (617) 565-9860*

### Liability and General Business Insurance.

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

### Other State Licenses and Permits.

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with environmental impacts.

# MASSACHUSETTS CONTINUED

*Division of Registration  
100 Cambridge Street. 15th Floor  
Boston, MA 02202  
Phone: 617-565-9860*

**Local Business Licenses and Permits.**  
Some municipalities require separate business licenses.

*Contact the local City or Town Clerk*

**Zoning and Building Permits.**  
Check with the appropriate office to make certain that the proposed use for the building is approved.

*Contact the local City or County Zoning and Planning Administrator*

**Wage and hour, Fair Labor Standards Information.**  
Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

*U.S. Department of Labor  
J.F.K. Federal Building  
Boston, MA 02203  
Phone: 617-565-2066*

**Statistical Information on Business Conditions, Economic and Demographic Information.**

*U.S. Department of Commerce  
World Trade Center, Room 307  
Census Bureau  
Boston, MA 02210  
Phone: 617-424-0510*

*New England Agricultural Statistics Service  
22 Bridge Street, 3rd Floor  
P.O. Box 1444  
Concord, NH 03302-1444  
Phone: (603) 224-9639  
Fax: (603) 225-1434*

**Information Regarding Business Assistance, Publications, Financing, Government Procurement, Surety Bond Guarantee, Workshops and Publications.**

*Massachusetts Office of Business Development  
One Ashburn Place, Room 2101  
Boston, MA 02210  
Phone: 617-727-3206 or 800-5-CAPITAL*

**Counseling, Training and Managerial Assistance for Small Business Owners.**

A wide variety of subject areas such as marketing, finances, production and organization. For information regarding the location nearest you call:

*Mass. Office of Business Development  
(MOBD)  
10 Park Plaza, Ste. 3720  
Boston, MA 01116  
Phone: (617) 727-3206 or 1-(800) 5-CAPITAL*

*Mass. Small Bus. Dev. Network - State Office  
University of Massachusetts  
School of Management, Room 205  
Amherst, MA 01003  
Phone: (413) 545-6301*

*UMass Family Business Center  
Division of Continuing Education  
University of Massachusetts  
P.O. Box 31650  
Amherst, MA 01003-1650  
Phone: (413) 545-1537  
Fax: (413) 545-3351*

*Business Information Center of Cape Cod  
Cape Cod Community College  
Learning Resource Center  
2240 Iyanough Road  
West Barnstable, MA 02168  
Phone: (508) 362-2131  
Fax: (508) 375-4020*

*Business Information Center / Bank of Boston  
99 West Street  
Pittsfield, MA 01201  
Phone: (413) 445-8599  
Fax: (413) 445-4401*

*Business Information Center  
c/o Fall River Chamber of Commerce  
200 Pocasset Street  
Fall River MA 02721-1585  
Phone: (508) 673-9783  
Fax: (508) 674-1929*



# MASSACHUSETTS CONTINUED

## Agridulture Research and Contacts

*Lynn Small Business Assistance Center  
298 Union Street  
Lynn, MA 01901  
Phone: (781) 477-7223  
Fax: (781) 592-6104*

### **Small Business Assistance Programs for Women, Native Americans, Minorities and Targeted Areas.**

*State Office of Minority & Women Business Assistance (SOMWBA)  
100 Cambridge Street, 13th Floor  
Boston, MA 02202  
Phone: 617-727-8692*

### **Small Business Assistance Programs for Women, Native Americans, Minorities and Targeted Areas.**

*State Office of Minority & Women Bus. Asst. (SOMWBA)  
100 Cambridge Street, 13th Floor  
Boston, MA 02202  
Phone: (617) 727-8692*

*Small Business Administration  
10 Causeway St.  
Boston, MA 02222-1093  
Phone: (617) 565-8415  
Fax: (617) 565-8420*

*Massachusetts Center for Women & Enterprise  
45 Bromfield Street, 6th Floor  
Boston, MA 02108  
Phone: (617) 423-3001, Extension 222  
Fax: (617) 423-2444*

*Massachusetts One Stop Capital Shop  
Boston One Stop Capital Shop  
20 Hampden St.  
Roxbury MA 02119  
Phone: (617) 445-3413  
Fax: (617) 445-5675*

### **USDA Rural Development Program Office**

*Massachusetts Rural Development Office  
451 West Street  
Amherst, MA 01002  
Phone: (413) 253-4300  
Fax: (413) 253-4347*

### **USDA Farm Service Agency**

*Massachusetts State FSA Office  
445 West Street  
Amherst, MA 01002  
Phone: (413) 256-0232  
Fax: (413) 253-4540*

*First Pioneer Farm Credit  
174 South Road  
Enfield, MA 06082  
Phone: (800) 562-2235  
Fax: (860) 253-5565*

### **Cooperative Extension**

*Contact your local office; or  
Massachusetts Cooperative Extension  
212 Stockbridge Hall  
University of Massachusetts  
Phone: (413) 545-4800  
Fax: (413) 545-6555*

### **State Forestry Office**

*Department of Environmental Management  
P.O. Box 1433  
Pittsfield, MA 01202  
Phone: (413) 442-4693  
Fax: (413) 442-5860*

### **State Department of Agriculture**

*Massachusetts Dept. of Food & Agriculture  
Saltonstall Building  
100 Cambridge St.  
Boston, MA 02202  
Phone: (617) 727-3000*

## MASSACHUSETTS CONTINUED

Fax: (617) 727-7235

### **Support for technology transfer, research and development and value added products in natural resources and agriculture**

*New England Small Farm Institute  
275 Jackson St., P.O. Box 937  
Belchertown, MA 01007  
Phone: (413) 323-4531  
Fax: (413) 323-9594*

*Umass Extension  
University of Massachusetts  
Stockton Hall  
Amherst, MA 01003  
Phone: (413) 545-4800*

*Research Foundation  
University of Massachusetts Lowell  
600 Suffolk Street  
Second Floor South  
Lowell, MA 01854  
Phone: (978) 934-4700  
Fax: (978) 453-6586*

### **Organic product information/certification**

*NOFA/Mass. Organic Certification Program  
C/O Edwin McGlew  
140 Chestnut Street  
Hatfield, MA 01038  
Fax: (413) 247-9264*

### **Direct Marketing Information Resources**

*North Amer. Farmers' Direct Market. Assoc.  
62 Whiteloaf Road  
Southampton, MA 01073  
Fax: (413) 529-0386*

*Massachusetts Dept. of Agriculture  
100 Cambridge Street  
Boston, MA 02202*

*Phone: (617) 727-3018 x179  
Fax: (617) 727-7235  
Mass. Aquaculture Association  
401 Main Street  
Holyoke, MA 01040  
Phone: (413) 533-9442*

*Mass. Dairy Industry Promotion Assoc.  
7 Davis Ledge Road  
Sterling, MA 01564  
Phone: (978) 422-6097  
Fax: (978) 422-OINK*

*Federation of Mass. Farmers Markets  
116 Sawyer Road  
Bolton, MA 01740  
Phone: (978) 779-6423*

*Mass. Nurserymen's & Landscape Assoc.  
80 East Main St.  
Hopkinton, MA 01748  
Phone: (508) 435-5212*

*Mass Poultry Assoc.  
181 Littleton Road  
Chelmsford, MA 01824  
(978) 256-3153*

*Mass. Association of Roadside Stands  
144 Sudbury Road  
Phone: (978) 562-5666*

*Massachusetts Specialty Food Industry Association  
136 Locke Hill Road  
Wendell, MA 01379  
Phone: (978) 544-2086*

*New England Vegetable Berry Growers Assoc.  
415 Wheeler Road*

**MASSACHUSETTS** CONTINUED

*Concord, MA 01742*

*Phone: (978) 369-5952*

**Organizations involved in sustainable growth and  
community development issues**

*100 Boylston Street*

*Boston, MA 02116*

*Phone: (617) 423-5775*

*Fax: (617) 423-5858*

*Northeast Regional Center for Rural Development*

*Pennsylvania State University*

*7 Armsby Building*

*University Park, PA 16802-5600*

*Phone: (814) 863-4656*

*Fax: (814) 863-0586*

# MICHIGAN

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Department of Consumer & Industry Services  
Corporation, Securities and Land Development  
Bureau*

*Trademark and Service Mark Division  
7150 Harris Drive, Lansing MI 48910  
Phone: (517) 334-6302 OR (517) 373-1837*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*Michigan Dept. of Treasury  
Business Tax Registration  
Phone: (517) 373-0888  
Fax: (517) 335-1135*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Cincinnati, OH 45999*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (606) 292-5467  
Fax: (606) 292-5760*

### Register for Workers Compensation Insurance.

*Michigan Dept. of Consumer & Industry  
Bureau of Workers' Disability Compensation  
7150 Harris Drive  
P.O. Box 30016  
Lansing, MI 48909  
Phone: (517) 322-1884*

### Register for Unemployment Insurance.

*Unemployment Agency - Admin. Office  
7310 Woodward,  
Detroit, MI 48202  
Phone: (313) 876-5000  
Call for the branch office in your area*

### Occupational Safety and Health Administration (OSHA).

*MIOSHA  
Safety Education and Training Division  
7150 Harris Drive P.O. Box 30643  
Lansing, MI 48909-8143  
Phone: (517) 322-1809  
Fax: (517) 322-1775*

### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs*

### Other state licenses and permits.

*Small Business Development Centers (SBDC)  
2727 2nd Ave. Suite 107  
Detroit, MI 48201  
Phone: (313) 964-1798  
Fax: (313) 964-3648*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and  
Planning Administrator*

### Wage and hour, fair labor standards.

*Bureau of Safety and Regulation - MIOSHA  
Wage and Hour Division  
P.O. Box 30476  
Lansing, MI 48909  
Phone: (517) 322-1825  
Fax: (517) 322-6352*

**MICHIGAN** CONTINUED

U.S. Department of Labor  
Wage & Hour Division District Office  
211 W. Fort St., Rm. 1317  
Detroit, MI 48226  
Phone: (313) 226-7447  
Fax: (313) 226-3072

**Statistical information on business conditions, economic and demographic information.**

Michigan Agricultural Statistics Service  
315 West Allegan Street, Room 201  
Post Office Box 20008  
Lansing, MI 48901-0608  
Phone: (517) 377-1831  
Fax: (517) 377-1829

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

Small Business Administration  
477 Michigan Ave.  
Detroit, MI 48226  
Phone: (313) 226-6075  
Fax: (313) 226-4769

**Counseling, training and managerial assistance for small business owners.**

Small Business Development Centers (SBDC)  
2727 2nd Ave. Suite 107  
Detroit, MI 48201  
Phone: (313) 964-1798  
Fax: (313) 964-3648

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

Women's Initiative for Self-Employment  
Center for Empowerment and Economic  
Development (CEED)  
2002 Hogback Road, Suite 12  
Ann Arbor, MI 48105  
Phone: (734) 677-1400  
Fax: (313) 677-1465

Grand Rapids Opportunities for Women  
(GROW)  
25 Sheldon SE, Suite 210  
Grand Rapids, MI 49503  
Phone: (616) 458-3404  
Fax: (616) 458-6557

Michigan One Stop Capital Shop  
One Stop Capital Shop of Detroit  
2051 Rosa Parks Blvd.  
Detroit, MI 48216  
Phone: (313) 965-1100  
Fax: (313) 965-1101

**Agricultural Resources and Contacts**

USDA Rural Development Program Office  
Michigan Rural Development Office  
3001 Collidge Rd. Ste. 200  
East Lansing, MI 48823  
Phone: (517) 324-5110  
Fax: (517) 324-5225  
TDD: (527) 337-6906

USDA Farm Service Agency  
Michigan State FSA Office  
3001 Collidge Rd. Ste. 100  
East Lansing, MI 48823  
Phone: (517) 324-5110  
Fax: (517) 324-5120

Cooperative Extension  
Contact your local office; or  
Michigan State University Extension  
108 Agriculture Hall  
East Lansing, MI 48824-1039  
Phone: (517) 355-2308  
Fax: (517) 355-6473

State Forestry Office  
Forest Management Div.  
Michigan Dept. of Natural Res.  
Mason Bldg, 8<sup>th</sup> Floor  
P.O. Box 30452

## MICHIGAN CONTINUED

*Lansing, MI 48909-7952*

*Phone: (517) 335-4225*

*Fax: (517) 373-2443*

### **State Department of Agriculture**

*Michigan Department of Agriculture*

*611 W. Ottawa*

*P.O. Box 30017*

*Lansing, MI 48909*

*Phone: (800) 292-3939*

### **Organic product information/certification**

*Organic Growers of Michigan*

*135 East 120 Street*

*Grant, MI 49327*

*Phone: (616) 834-5481*

### **Direct marketing information resources**

*Michigan State University*

*A270 Plant & Soil Science Building*

*E. Lansing, MI 48824-1325*

*Phone: (517) 432-0049*

*Fax: (517) 353-3834*

### **Organizations involved in sustainable growth and Community development issues**

*North Central Regional Center for Rural  
Development*

*Iowa State University*

*108 Curtiss Hall*

*Ames, IA 50011-1050*

*Phone: (515) 294-8321*

*Fax: (515) 294-3180*

# MINNESOTA

## Business Requirements:

The Minnesota Department of Trade and Economic Development publishes a book entitled, [A Guide to Starting a Business in Minnesota](#). The book is updated annually, is available free of charge and is the best all-around reference for business information in Minnesota. Sections include:

*Choosing the Form of Business Organization*  
*Regulatory Considerations*  
*Patents, Trademarks, and Copyrights*  
*Business Plans*  
*Business Loans/Financing*  
*Insurance*  
*Issues for Employers*  
*Business Taxes*  
*Sources of Information and Assistance*  
*Resource Directory (includes federal, state and regional programs)*  
*Directory of Licenses and Permits*

To receive a free copy of the book, contact:

*Minnesota Dept. of Trade and Economic Development*  
*500 Metro Square*  
*121 Seventh Place East*  
*St. Paul, MN 55101-2146*  
*Phone: (651) 296-2919 or (800) 657-3858*  
*Fax: (612) 296-1290*  
<http://www.dted.state.mn.us/>

### Determine the Legal Form of the Business.

Sole proprietorship, corporation or partnership.

*Contact an attorney and an accountant*

### File a Trademark or Trade Name, Register a Business.

This is required so you can legally do business; most banks require the information for business accounts.

*Secretary of State*  
*180 State Office Building*  
*100 Constitution Ave.*  
*St. Paul, MN 55155*  
*Phone: (651) 296-2803*  
<http://www.sos.state.mn.us/>

### Obtain a Sales Tax License.

This authorizes a business to collect sales tax on retail transactions and is essential for retail businesses. Identify other tax requirements.

*Department of Revenue*  
*10 River Park Plaza*  
*St. Paul, MN 55146-7100*  
*Fax: (612) 296-3403*  
<http://www.taxes.state.mn.us/>

Some *municipalities* also require sales tax licenses; contact the local City Clerk.

### Obtain a Federal Employers Identification Number.

All businesses must have this number so that employees' social security, federal withholding, and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*  
*(Approval takes 30 days or less)*  
*Internal Revenue Service Center*  
*Kansas City, MO 64999*

*To file completed form by Tele-TIN:*  
*(Immediate approval)*  
*Phone: (816) 926-5999*  
*Fax: (816) 926-7988*

### Register for Workers' Compensation Insurance.

All businesses with employees must carry this insurance to cover on-the-job injuries.

*Workers Compensation Division*  
*Department of Labor and Industry*  
*443 Lafayette Rd.*  
*St. Paul, MN 55155*  
*Phone: (651) 296-2432*

### Register for Unemployment Insurance.

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*Job Services and Unemployment*

# MINNESOTA CONTINUED

*Insurance Division*

*Department of Jobs and Training*

*390 N. Robert St.*

*St. Paul, MN 55101*

*Phone: (612) 296-1692*

*<http://www.des.state.mn.us/>*

## **Occupational Safety and Health Administration (OSHA).**

Provides information and inspection regarding safety in the workplace.

*OSHA Management Team*

*Department of Labor and Industry*

*443 Lafayette Rd.*

*St. Paul, MN 55155*

*Phone: (612) 296-2116*

## **Liability and General Business Insurance.**

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

## **Other State Licenses and Permits.**

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with potential environmental impacts.

*Enforcement and Licensing*

*Department of Commerce*

*133 E. 7th St.*

*St. Paul, MN 55101*

*Phone: (612) 296-3528*

## **Local Business Licenses and Permits.**

Many municipalities require separate business licenses, especially for home-based operations.

*Contact the local City or County Clerk*

## **Zoning and Building Permits.**

Check with the appropriate office to make certain that the proposed use for the building is approved.

*Contact the local City or County Zoning and Planning Administrator*

## **Wage and Hour, Fair Labor Standards Information.**

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

*Department of Labor and Industry*

*443 Lafayette Rd.*

*St. Paul, MN 55155*

*Phone: (612) 296-2282*

*<http://www.doli.state.mn.us/>*

## **Information Regarding Financing, Employee Training, Industrial Sites and Local Business Development Programs.**

*Economic Development Division*

*Department of Business Development*

*8610 N. Braunsels #330*

*121-9th Place, E.*

*St. Paul, MN 78217*

*Phone: (210) 829-7497*

## **Information Regarding Business Assistance, Publications, Financing, Government Procurement Assistance, Surety Bond Guarantee, Minority Small Business Assistance Program, Workshops and Publications.**

*Small Business Administration*

*610 C Butler Square Building*

*100 North 6th Street*

*Minneapolis, MN 55403*

*Phone: (612) 370-2324*

*FAX: (612) 370-2303*

*Small Business Administration*

*610 C Butler Square Building*

*100 North 6th Street*

*Minneapolis, MN 55403*

*Phone: (612) 370-2324*

*Fax: (612) 370-2303*

*Women in New Development (WIND)*

*2715 15th Street NW*

*P. O. Box 579*

*Bemidji, MN 56601*

*Phone: (218) 751-4631*

*Fax: (218) 751-8452*



**MINNESOTA** CONTINUED**Agriculture Resources and Contacts**

Counseling, training and managerial assistance for small business owners.

A wide variety of subject areas such as marketing, finances, production and organization. Call for information about the Center nearest you.

*Small Business Development Centers*  
*Department of Business Development*  
*1000 LaSalle*  
*25H #225*  
*Minneapolis, MN 55403*  
*Phone: 651-962-4500*

*Minnesota Business Information Center*  
*111 Third Avenue South*  
*Minneapolis, MN 55401-2551*  
*Phone: (612) 347-6775*  
*Fax: (612) 349-2603*

**Tribal Business Information Centers (TBIC's)**

*Minn. Tribal Business Information Center*  
*Tract 33*  
*P. O. Box 217*  
*Cass Lake, MN 56633*  
*Phone: (218) 547-2676*  
*Fax: (218) 547-2173*

**Statistical information on business conditions, economic and demographic information.**

*Bureau of Business & Economic Research*  
*150 School of Business & Economics*  
*11 E. Superior St., Suite 210*  
*Duluth, MN 55802*  
*Phone: (218) 726-7298*  
*Fax: (218) 726-6338*

*Minnesota Agricultural Statistics Service*  
*8 East 4th Street, Suite 500*  
*St. Paul, MN 55101*  
*Phone: (651) 296-2230*  
*Fax: (651) 296-3192*

**USDA Rural Development Program Office**

*Minnesota Rural Development Office*  
*410 Farm Credit Service Building*  
*375 Jackson Street*  
*St. Paul, MN 55101-1853*  
*Phone: (612) 602-7800*  
*Fax: (612) 602-7824*

**USDA Farm Service Agency**

*Minnesota State FSA Office*  
*375 Jackson Street, Suite 400*  
*St. Paul, MN 55101-1825*  
*Phone: (651) 602-7719*  
*Fax: (651) 602-7743*

**Cooperative Extension**

*Contact your local office; or*  
*Minnesota Extension Service*  
*240 Coffey Hall*  
*1420 Eckles Ave.*  
*St. Paul, MN 55108*  
*Phone: (612) 624-1222*  
*Fax: (612) 625-6227*

**State Forestry Office**

*Division of Forestry*  
*500 Lafayette Road*  
*St. Paul, MN 55155-4044*  
*Phone: (612) 296-4484*  
*Fax: (612) 296-5954*

**State Department of Agriculture**

*Department of Agriculture*  
*90 West Plato Boulevard*  
*St. Paul, MN 55107*  
*Phone: (651) 297-3219*  
*Fax: (651) 297-5522*

**Support for technology transfer, research and development and value added products in natural resources and agriculture.**

## MINNESOTA CONTINUED

*Office of Research and  
Technology Transfer Administration  
University of Minnesota  
1100 Washington Ave. S.  
Minneapolis, MN 55415  
Phone: (612) 624-0327  
Fax: (612) 624-4843*

### **Organic product information/certification**

*Organic Growers & Buyers Association  
7362 University Ave, N.E., Suite 208  
Fridley, MN 55432  
Phone: (612) 572-1967  
Fax: (612) 572-2527*

*Organic Verification of North America  
P.O. Box 146  
Hitterdale, MN 56552  
Phone: (218) 963-3264  
Fax: (218) 962-3264*

### **Direct Marketing Information Resources**

*Minnesota Dept. of Agriculture  
Agricultural Marketing & Development  
90 W. Plato Boulevard  
St. Paul, MN 55107-2094  
Phone: (612) 282-6806  
Fax: (612) 296-6890*

*Central MN Vegetable Growers Association  
8562 Bower Court  
Inver Grove Heights, MN 55076  
Phone: (612) 333-1737*

*Duluth Market Gardeners & Berry Assn.  
6168 Birch Poin Road  
Saginaw, MN 55779  
Phone: (218) 724-9955*

### **Organizations involved in sustainable growth and community development issues.**

*1,000 Friends of Minnesota  
370 Selby Avenue, Suite 300*

*Saint Paul, MN 55102  
Phone: (651)-312-1000  
Fax: (651) 312-0012*

*Land Stewardship Project  
2200 Fourth Street  
White Bear Lake, MN 55110  
Phone: (612) 653-0618  
Fax: (612) 653-0589*

*North Central Regional Center for Rural  
Development  
Iowa State University  
108 Curtiss Hall  
Ames, IA 50011-1050  
Phone: (515) 294-8321  
Fax: (515) 294-3180  
*Agricultural Resources and Contacts**

# MISSISSIPPI

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Sec of State - Business Services / Trademarks*

*202 N. Congress St., Ste. 601*

*Jackson MS 39201*

*P.O. Box 136 (39205-0136)*

*Phone: (601) 359-1633*

*Fax: (601) 359-1607*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, Virginia 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*Mississippi Small Business Develop. Center*

*P.O. Box 1848*

*B-19 Track Dr.*

*University, MS 38677*

*Phone: (601) 232-5001 / (800) 725-7232*

*Fax: (601) 232-5650*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most*

*Social Security Administration and IRS*

*offices, or order by calling 1-800-829-3676*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Memphis, TN 37501*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Fax: (901) 546-3910*

### Register for Workers Compensation Insurance.

*Mississippi Workers' Compensation Comm.*

*1428 Lakeland Drive*

*Post Office Box 5300*

*Jackson, MS 39296-5300*

*Phone: (601) 987-4200*

### Register for Unemployment Insurance.

*Mississippi Employment Security Commission*

*C&S Department*

*P.O. Box 1699*

*Jackson, MS 39215*

*Phone: (601) 961-7755*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Jackson Area Office*

*3780 I-55 North, Suite 210*

*Jackson, MS 39211*

*Phone: (601) 965-4606*

*Fax: (601) 965-4610*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs*

### Other state licenses and permits.

*Mississippi Small Business Develop. Center*

*P.O. Box 1848*

*B-19 Track Dr.*

*University, MS 38677*

*Phone: (601) 232-5001 / (800) 725-7232*

*Fax: (601) 232-5650*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and Planning Administrator*

### Wage and hour, fair labor standards.

*U.S. Department of Labor*

*Wage & Hour Division District Office*

*One Jackson Place, Suite 1020*

*Jackson, MS 39201-2126*

*188 East Capitol Street*

*Phone: (601) 965-4347*

*Fax: (601) 965-5408*

## **MISSISSIPPI** CONTINUED

**Statistical information on business conditions, economic and demographic information.**

*Mississippi Agricultural Statistics Service  
121 North Jefferson St., Suite 240  
Jackson, MS 39201  
Phone: (601) 965-4575 / (800) 535-9609  
Fax: (601) 965-5622*

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*U.S. Small Business Administration  
101 W. Capitol Street Suite 400  
Jackson, MS 39201  
Phone: (601) 965-4378  
Fax: (601) 965-4294*

**Counseling, training and managerial assistance for small business owners.**

*Mississippi Small Business Develop. Center  
P.O. Box 1848  
B-19 Track Dr.  
University, MS 38677  
Phone: (601) 232-5001 / (800) 725-7232  
Fax: (601) 232-5650*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Minority Business Enterprise Division  
Mississippi Department of Economic and  
Community Development  
P. O. Box 849  
Jackson, Mississippi 39205  
Phone: (800) 340-3323*

*Mississippi Women's Economic  
Entrepreneurial Project (MWEEP)  
P.O. Box 525  
Greenville, MS 38701  
Phone: (662) 335-3888  
Fax: (662) 332-1967*

*Mississippi One Stop Capital Shops  
Mississippi Mid-Delta at  
Mississippi Valley State University  
14000 Hwy 82 W.,  
Box #7224/L.S. Rogers Bldg.  
Itta Bena, MS 38941  
Phone: (601) 254-3462  
Fax: (601) 254-7552*

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program Office**

*Mississippi Rural Development Office  
Suite 831, Federal Building  
100W Capital SF  
Jackson, MS 39269  
Phone: (601) 965-4318  
Fax: (601) 965-5384*

### **USDA Farm Service Agency**

*Mississippi State FSA Office  
63101-55 North, Suite W100  
Mississippi Farm Bureau Building  
Jackson, MS 39211  
Phone: (601) 965-4300  
Fax: (601) 965-4184*

### **Cooperative Extension**

*Contact your local office; or  
Mississippi State University Extension  
University Dr. 201-A Bost Extension Center  
P.O. Box 9601  
Mississippi State, MS 39762  
Phone: (662) 325-3036  
Fax: (662) 325-8407*

### **State Forestry Office**

*Mississippi Forestry Commission  
Suite 300, 301 Building  
Jackson, MS 39201  
Phone: (601) 359-1386  
Fax: (601) 359-1349*

**MISSISSIPPI** CONTINUED**State Department of agriculture**

*Mississippi Dept. of Agriculture & Commerce*  
*121 North Jefferson Street*  
*Jackson, MS 39201*  
*P.O. Box 1609*  
*Jackson, MS 39215-1609*  
*Phone: (601) 359-1100*  
*Fax: (601) 354-6290*

**Direct marketing information resources**

*Mississippi Dept. of Agriculture*  
*P.O. Box 4629*  
*Jackson, MS 39296*  
*Phone: (601) 354-6573*  
*Fax: (601) 354-7330*

**Organizations involved in sustainable growth  
andCommunity development issues.**

*Southern Rural Development Center*  
*P.O. Box 9656*  
*Mississippi State, MS 39762*  
*Phone: (601) 325-3207*  
*Fax: (601) 325-8915*

# MISSOURI

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Office of Secretary of State/Commission Div.  
600 W. Main, Rm. 367 State Capitol  
Jefferson City, MO 65101  
P.O. Box 784 (65102)  
Telephone: (573) 751-4756  
Fax: (573) 751-8199*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*Public Tax Administration Bureau Central  
Registration Section  
3300 Jefferson City, MO 65105-3300  
Phone: (573) 751-5860  
Fax: (573) 751-3696  
TDD: (800) 735-2966*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Kansas City, MO 64999*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (816) 926-5999  
Fax: (816) 926-7988*

### Register for Workers Compensation Insurance.

*Division of Workers' Compensation  
Post Office Box 58*

*3315 West Truman Boulevard  
Jefferson City, MO 65102—0058  
Phone: (573) 751-4231  
Fax: (573) 751-2012*

### Register for Unemployment Insurance.

*Division of Employment Security  
421 East Dunklin Street  
P.O. Box 59  
Jefferson City, MO 65104-0059  
Phone: (573) 751-3648  
Fax: (573) 751-8874*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Kansas City Area Office  
6200 Connecticut Avenue, Suite 100  
Kansas City, MO 64120  
Phone: (816) 483-9531 / (800) 892-2674  
Fax: (816) 483-9724*

*OSHA - St. Louis Area Office  
911 Washington Avenue, Room 420  
St. Louis, MO 63101  
Phone: (314) 425-4249 / (800) 392-7743  
Fax: (314) 425-4289*

### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs*

### Other state licenses and permits.

*Missouri Business Assistance Center  
MO Department of Economic Development  
301 West High Street, Room 720  
P.O. Box 118  
Jefferson City, MO 65102  
Phone: (888) 751-2863  
Fax: (573) 526-2416*

### Local business licenses and permits.

*Contact the local City or County Clerk*

# MISSOURI

**Zoning and building permits.**

Contact the local City or County Zoning and Planning Administrator

Missouri Agricultural Statistics Service

601 Business Loop, 70 W, Suite 240

Columbia MO 65203

Phone: (573) 876-0950

Fax: (573) 876-0973

**Wage and hour, fair labor standards.**

Division of Labor Standards

3315 West Truman Boulevard Room 205

P.O. Box 449

Jefferson City, MO 65102-0449

Phone: (573) 751-3403 / 800-475-2130

Fax: (573) 751-3721

U.S. Department of Labor

Wage & Hour Division District Office(s):

Eastern Missouri:

1222 Spruce Street, Room 9.102B

St. Louis, MO 63101

Phone: (314) 539-2706

Fax: (314) 539-2723

Western Missouri:

Gateway Tower II

400 State Ave., Suite 706

Kansas City, KS 66101

Phone: (913) 551-5721

Fax: (913) 551-5730

**Statistical information on business conditions, economic and demographic information.**

U.S. Small Business Administration

District Offices:

Kansas City Office

323 W. 8th St. Suite 501

Kansas City, MO 64105-1500

Phone: (816) 374-6708

Fax: (816) 374-6759

St. Louis Office

815 Olive St.

St. Louis, MO 63101

Phone: (314) 539-6600

Fax: (314) 539-3785

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

Missouri Business Assistance Center

MO Department of Economic Development

301 West High Street, Room 720

P.O. Box 118

Jefferson City, MO 65102

Phone: (888) 751-2863

Fax: (573) 526-2416

**Counseling, training and managerial assistance for small business owners.**

U.S. Small Business Administration

Kansas City District Office

323 West 8th Street, Suite 501

Kansas City, MO 64105

Phone: (816) 374-6675

Fax: (816) 374-6692

Missouri Business Information Center

815 Olive St., Suite 208

St. Louis, MO 63101

Phone: (314) 539-6970

Fax: (314) 539-3785

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

Minority Small Business Council

Small Business Administration

815 Olive, Room 242

St. Louis, MO 63101

Phone: (314) 539-6660

# MISSOURI CONTINUED

*Department of Economic Development  
Missouri Minority Business Advocacy Comm.  
P.O. Box 118  
Jefferson City, MO 65102  
Phone: (573) 751-3237*

*(National Association of Women's Business  
Owners - St. Louis)  
7165 Delmar, Suite 204  
St. Louis, MO 63130  
Phone: (314) 863-0046 and (888) 560-9813  
Fax: (314) 863-2079*

*Kansas City One Stop Capital Shop  
UMB Bank Building  
601 Minnesota Avenue, 3rd Floor  
Kansas City, KS 66101  
Phone: (913) 371-6007  
Fax: (913) 371-3207*

## Agricultural Resources and Contacts

**USDA Rural Development Program Office**  
*Missouri Rural Development Office  
601 Business Loop 70 West  
Parkade Center, Suite 235  
Columbia, MO 65203  
Phone: (573) 876-0976  
Fax: (573) 876-0977  
TDD: (573) 876-9480*

**USDA Farm Service Agency**  
*Missouri State FSA Office  
Parkade Center, Suite 225  
601 Business Loop 70 West  
Columbia, MO 65203  
Phone: (573) 876-0926  
Fax: (573) 876-0935*

**Cooperative Extension**  
*Contact your local office; or  
University Outreach and Extension  
309 University Hall  
Columbia, MO 65211*

*Phone: (573) 882-7755  
Fax: (573) 884-4204*

**State Forestry Office**  
*Missouri Dept. of Conservation  
2901 West Truman Blvd.  
P.O. Box 180  
Jefferson City, MO 65102  
Phone: (573) 751-4115 ext. 115  
Fax: (573) 526-6670*

**State Department of Agriculture**  
*State of Missouri-Department of Agriculture  
P.O. Box 630  
Jefferson City, MO 65102  
Phone: (573) 751-4277*

**Direct marketing information resources**  
*Missouri Dept. of Agriculture  
P.O. Box 630  
Jefferson City, MO 65102  
Phone: (573) 751-3394  
Fax: (573) 751-2868*

**Organizations involved in sustainable growth and community development issues**  
*North Central Regional Center for Rural  
Development  
Iowa State University  
108 Curtiss Hall  
Ames, IA  
Phone: (515) 294-8321  
Fax: (515) 294-3180*



# MONTANA

## Business Requirements:

### Determine the Legal Form of the Business.

Sole proprietorship, corporation or partnership.

*Contact an attorney and an accountant*

### File a Trademark or Trade Name, Register a Business.

*Secretary of State*

*State Capitol*

*Helena, MT 59620*

*Phone: (406) 444-3665*

### Identify State Tax Requirements.

*Department of Revenue*

*Sam Mitchell Bldg., Room. 455*

*Helena, MT 59620*

*Phone: (406) 444-2460*

### Obtain a Federal Employer Identification Number.

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Ogden, UT 84201*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Fax: (801) 620-7115*

### Register for Workers' Compensation Insurance.

All businesses which have employees must carry this insurance to cover on-the-job injuries.

*Department of Administration  
5 Last Chance Gulch  
Helena, MT 59620  
Phone: (406) 444-6500*

### Register for Unemployment Insurance.

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*Department of Revenue  
Sam Mitchell Building  
125 North Roberts 3rd Floor  
Helena, MT 59620  
Phone: 406-444-6900  
—AND—*

*Department of Labor and Industry  
Employment Security Building  
1327 Lockey Ave.  
Helena, MT 59620  
Phone: 406-444-3834*

### Occupational Safety and Health Administration (OSHA).

Provides information and inspection regarding safety in the workplace.

*Safety Bureau  
1805 Prospect Ave.  
Helena, MT 59601  
Phone: (406) 444-6401*

### Liability and General Business Insurance.

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

### Other State Licenses and Permits.

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with potential environmental impacts.

*Department of Revenue  
Sam Mitchell Building  
125 North Roberts 3rd Floor  
Helena, MT 59620  
Phone: (406) 444-6900*

## MONTANA CONTINUED

### **Local Business Licenses and Permits.**

Many municipalities require separate business licenses.

*Contact the local City or County Clerk*

### **Zoning and Building Permits.**

Check with an appropriate office to make certain that the use proposed for the building is approved.

*Contact the local City or County Zoning and Planning Administrator*

### **Wage and Hour, Fair Labor Standards.**

Nearly all manufacturers, wholesalers, and contractors and many retail and service businesses are subject to federal minimum wage, overtime, and child labor requirements.

*Department of Labor and Industry  
P.O. Box 6518  
Helena, MT 59604-6518  
Phone: (406) 444-5600*

*U.S. Department of Labor  
Wage & Hour Division District Office  
10 West Broadway, Suite 307  
Salt Lake City, UT 84101  
Phone: (801) 524-5706  
Fax: (801) 524-5722*

### **Information on Marketing, Financing, Site Selection and International Trade.**

*Economic Development Division  
Department of Commerce  
1424 Ninth Avenue  
Helena, MT 59620  
Phone: (406) 444-3814*

### **Statistical Information on Business Conditions, Economic and Demographic Information.**

Specializes in providing census, demographic, economic, business and geographic data and research.

*Census and Economic Information Center  
Department of Commerce  
1424 Ninth Avenue  
Helena, MT 59620  
Phone: (406) 444-4393*

### *Montana Agricultural Statistics Service*

*301 S. Park, Drawer 10033*

*Helena, MT 59626-0033*

*Phone: (406) 441-1240*

*Fax: (406) 441-1250*

### **Information Regarding Business Assistance, Publications, Financing, Government Procurement, Surety Bond Guarantee, Minority Small Business Assistance Program, Workshops and Publications.**

#### *Small Business Administration*

*301 S. Park*

*Helena, MT 59629*

*Phone: (406) 441-1081*

### **Counseling, Training and Managerial Assistance for Small Business Owners.**

A wide variety of subject areas such as marketing, finances, production and organization. A cooperative program between the Department of Commerce and the U.S. Small Business Administration provides business support through nine centers around the state. For information about the closest center, contact:

#### *Small Business Development Centers*

*Department of Commerce*

*1424 Ninth Ave.*

*Helena, MT 59620*

*Phone: (406) 444-4780*

### **Microbusinesses Financing for Starting or Expanding a Business Enterprise.**

Qualified microbusiness applicants may borrow up to \$35,000 at an above-market fixed interest rate from one of twelve microbusiness development corporations. For the MBDC nearest you, contact:

#### *Economic Development Division*

*Department of Commerce*

*1424 Ninth Avenue*

*Helena, MT 59620*

*Phone: (406) 444-4325*

**MONTANA** CONTINUED

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration*

*301 South Park*

*Helena, MT 59626*

*Phone: (406) 441-1081*

*Fax: (406) 441-1090*

*Career Training Institute and Women's Business Center (CTI)*

*347 North Last Chance Gulch*

*Helena, MT 59601*

*Phone: (406) 443-0800*

*Fax: (406) 442-2745*

*Montana Community Development Corporation*

*127 North Higgins, Rm 307*

*Missoula, MT 59802*

*Phone: (406) 543-3550*

*Fax: (406) 721-4584*

**Tribal Business Information Centers (TBIC's).**

*Flathead Reservation*

*Salish & Kootenai College*

*P.O. Box 117, 52000 Highway 93*

*Pablo, MT 59855*

*Phone: (406) 675-4800*

*Fax: (406) 675-4801*

*Fort Peck Reservation*

*Fort Peck Community College*

*P.O. Box 398*

*Poplar, MT 59255*

*Phone: (406) 768-3155*

*Fax: (406) 768-3581*

*Northern Cheyenne Reservation*

*Dull Knife Memorial College*

*1 College Drive*

*Lame Deer, MT 59043*

*Phone: (406) 477-6215*

*Fax: (406) 477-6219*

*Rocky Boy Reservation*

*Stone Child College*

*Rural Route 1, Box 1082*

*Box Elder, MT 59521*

*Phone: (406) 395-4334*

*Fax: (406) 395-4836*

*Crow Reservation*

*Crow Tribe of Indians of Montana*

*Little Big Horn College*

*1 Forestry Lane*

*Crow Agency, MT 59022*

*Phone: (406) 638-2228*

*Fax: (406) 638-2229*

*Blackfeet Reservation*

*Blackfeet Community College*

*P.O. Box 819*

*U.S. Highway 89*

*Browning, MT 59417*

*Phone: (406) 338-5113*

*Fax: (406) 338-3272*

*Fort Belknap Reservation*

*Fort Belknap College*

*P.O. Box 159*

*Highway 2 and Route 66*

*Harlem, MT 59526*

*Phone: (406) 353-4672*

*Fax: (406) 353-2774*

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program office**

*Montana Rural Development Office*

*P.O. Box 850*

*900 Technology Blvd. Suite B*

*Bozeman, MT 59771*

*Phone: (406) 585-2540*

*Fax: (406) 585-2564*

### **USDA Farm Service Agency**

*Montana State FSA Office*

*10 East Bacock*

# MONTANA CONTINUED

5<sup>th</sup> Floor, Rm. 557

Bozeman, MT 59715

Phone: (406) 587-6872

Fax: (406) 587-6887

## **Cooperative Extension**

Contact your local office; or

Montana Cooperative Extension Service

203 Culbertson Hall

Montana State University

P.O. Box 172230

Bozeman, MT 59717-2230

Phone: (406) 994-6647

Fax: (406) 994-1756

## **State Forestry Office**

Dept. of Natural Resources & Conservation

Forestry Division

2705 Spurgin

Missoula, MT 59804

Phone: (406) 542-4300

Fax: (406) 542-4217

## **State Department of Agriculture**

Department of Agriculture

303 N. Roberts, P.O. Box 200201

Helena, MT 59620-0201

Phone: (406) 444-3450

Fax: (406) 444-5409

## **Support for technology transfer, research and development and value added products in natural resources and agriculture**

Research Creativity and Technology Transfer

207 Montana Hall

Montana State University

Bozeman, MT 59717-2460

Phone: (406) 994-2891

Fax: (406) 994-2893

## **Organic product information/certification**

Organic Crop Association of Montana

P.O. Box 7414

Missoula, MT 59807-7414

Phone: (406) 549-9346

## **Direct marketing information resources**

Montana Dept. of Agriculture

P.O. Box 200201

Helena, MT 59620

Phone: (406) 444-2402

Fax: (406) 444-5409

## **Organizations involved in sustainable growth and Community development issues.**

Greater Yellow Coalition

P.O. Box 1874

Bozeman, MT 59771

Phone: (406) 586-1593

Fax: (406) 586-0851

The Sonoran Institute

105 W. Main St., Suite D

Bozeman, MT 59715

Phone: (406) 587-7331

Fax: (406) 587-2027

The Conservation Fund

Montana Office

P.O. Box Box 8010

Bozeman, MT 59773-8010

Phone: (406) 388-9733

Fax: (406) 388-9743

Western Rural Development Center

Oregon State University

Ballard extension Hall, Rm. 307

Corvallis, OR 97331-3607

Phone: (541) 737-3621

Fax: (541) 737-1579

# NEBRASKA

## Business Requirements:

### Determine the Legal Form of the Business.

Sole proprietorship, corporation, partnership or limited liability corporation.

*Contact an accountant and an attorney*

### File a Trademark or Trade Name, File Articles of Incorporation, Register a Business.

*Secretary of State*

*Corporation Division*

*P.O. Box 946008, Room 2300 State Capitol Building*

*Lincoln, NE 68509-4608*

*Phone: (402) 471-2554*

### File Articles of Incorporation.

Corporations are required to file articles of incorporation with the county and publish in newspaper.

*Contact the County Clerk*

*Contact the local newspaper*

### Acquire Corporate Seal, Corporate Record Book.

Corporations are required to own a corporate seal and may wish to acquire a corporate record book.

*Contact an attorney*

### Obtain a Sales Tax License.

This authorizes a business to collect sales tax on retail transactions and is essential for retail business. Identify other state tax requirements such as the corporate occupation tax.

*Department of Revenue*

*P.O. Box 94818, 301 Centennial Mall South*

*Lincoln, NE 68509-4818*

*Phone: (402) 471-2971*

Some *municipalities* also require sales tax licenses; contact the local City Clerk.

### Obtain a Federal Employer Identification Number (FEIN).

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling (402) 221-4181 (Omaha residents) or (800) 829-1040 (Outside Omaha)*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Ogden, UT 84201*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Fax: (801) 620-7115*

### Register for Workers' Compensation Insurance.

All businesses with employees must carry this insurance to cover on-the-job injuries.

*Workers Compensation Court, State Capital*

*P.O. Box 98908*

*Lincoln, NE 68509-8908*

*Phone: (402) 471-6468 (Lincoln Residents)  
or (800) 599-5155 (Outside of Lincoln)*

### Register for Unemployment Insurance.

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*Department of Labor*

*Unemployment Division*

*P.O. Box 94600, 550 South 16th Street*

*Lincoln, NE 68509-4600*

*Phone: (402) 471-9979*

### Register Newly Hired Employees.

Any employer doing business in Nebraska who hires or rehires any employee must report hiring status

*Nebraska New Hire Reporting Directory*

*P.O. Box 540880*

*Omaha, NE 68154*

*Phone: (402) 691-9957 or (888) 256-0293*

<http://www.nenewhire.com>

# NEBRASKA CONTINUED

**Occupational Safety and Health Administration (OSHA).**  
Provides information and inspection regarding safety in the workplace.

*OSHA  
Overland-Wolf Building  
6910 Pacific Street, Room 100  
Omaha, NE 68106  
Phone: (402) 221-3182 / 800-642-8963  
Fax: (402) 221-3188*

**Information Regarding Wage Payment and Collection, Minimum Wage, Child Labor and Overtime Requirements.**  
May also be obtained from the Safety Division.

*Department of Labor  
Safety and Labor Standards Division  
P.O. Box 95024-301 Centennial Mall South  
Lincoln, NE 68509-5024  
Phone: (402) 471-4717*

*U.S. Department of Labor  
Wage & Hour Division District Office  
106 South 15th Street, Room 715  
Omaha, NE 68102  
Phone: (402) 221-4682  
Fax: (402) 221-3719*

**Liability and General Business Insurance.**  
Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

**Local Business Licenses and Permits.**  
Many municipalities require separate business licenses, especially for home based businesses.

*Contact the local City or County Clerk*

**Zoning and Building Permits.**  
Check with appropriate office to make certain that the proposed use for the building is approved.

*Contact the local City or County Zoning and Planning Administrator*

**Information Regarding Marketing and Finance Programs, Business Information and Research, Economic Development Programs, Preliminary Patent and Trademark Searches, Regulations, Licenses, Fees and Other State Requirements.**

*Nebraska One-Stop Business Assistance Center  
Department of Economic Development  
P.O. Box 94666-301 Centennial Mall South  
Lincoln, NE 68509-4666  
Phone: (402) 471-3782 or 800-426-6505  
<http://assist.ded.state.ne.us>*

**Information regarding business assistance, publications and financing.**

*Business Development Program  
Small Business Administration  
11145 Mill Valley Rd.  
Omaha, NE 68154  
Phone: (402) 221-4691  
Fax: (402) 221-3680*

**Counseling, training and managerial assistance for small business owners.**

A wide variety of subject areas such as marketing, finances, production and organization. A cooperative program between the University of Nebraska and the US Small Business Administration provides business support through eight centers around the state. For information about the closest center contact:

*Nebraska Business Development Center  
1313 Farnam-on-the-Mall  
Suite 132  
Omaha, NE 68182-0248  
Phone: (402) 595-2381*

*U.S. Small Business Administration  
Nebraska Business Information Center  
11141 Mill Valley Road  
Omaha, NE 68154  
Phone: (402) 221-3606  
Fax: (402) 221-3680*

*Nebraska Center for Entrepreneurship  
209 CBA  
University of Nebraska-Lincoln  
Lincoln, NE 68588-0487  
Phone (402) 472-3353  
Fax: (402) 472-5855*

**NEBRASKA** CONTINUED**Agricultural Resources and Contacts****USDA Rural Development Program Office**

*Nebraska Rural Development Office  
Federal Building, Room 152  
100 Centennial Mall N.  
Lincoln, NE 68508  
Phone: (402) 437-5551  
Fax: (402) 437-5408*

**USDA Farm Service Agency**

*Nebraska Rural Development  
Federal Building, Room 152  
100 Centennial Mall N.  
Lincoln, NE 68508  
Phone: (402) 437-5551  
Fax: (402) 437-5280*

**Cooperative Extension**

*Contact your local office; or  
Cooperative Extension Division  
211 Agricultural Hall  
University of Nebraska-Lincoln  
Lincoln, NE 68583-0703  
Phone: (402) 472-2966  
<http://www.ianr.unl.edu/ianr/cooperx/coopext.htm>*

**State Forestry Office**

*Department of Forestry, Fisheries & Wildlife  
Rm. 101, Plant Industry Building  
Lincoln, NE 68583-0815  
Phone: (402) 472-2944  
Fax: (402) 472-2964*

**Support is available, especially in the areas of value added, bulk commodities, non-traditional agriculture and livestock.**

*Department of Agriculture  
Division of Agricultural Promotion and Development  
P.O. Box 94947-301 Centennial Mall South  
Lincoln, NE 68509-4947  
Phone: (402) 471-2341  
Fax: (402) 471-3252*

**Support for technology transfer, research and development and value added product in natural resources and agriculture**

*University of Nebraska Technology Park  
4701 Innovation Drive  
Lincoln, NE 68521-5330  
Phone: (402) 472-4200  
Fax: (402) 472-4203*

**Organic product information/certification**

*Nebraska sustainable Agriculture Society  
Headquarters; P.O. Box 736  
Hartington, NE 68739  
Phone: (402) 254-2289*

*Western Office: High Plains Ag. Lab  
3257 Rd. 109  
Sidney, NE 69162  
Phone: (308) 254-3918*

**Direct marketing information resources**

*The Food Processing Center  
Entrepreneur Assistance Program  
Filley Hall, Rm. 143  
Lincoln, NE 68583-0947  
Phone: (402) 472-8930  
Fax: (402) 472-8831*

*Nebraska Fruit and Vegetable Association  
(NFVGA)*

*Ms. Susan Miller  
R.R. 2, Box 201  
Fremont, NE 68025  
Phone: (402) 727-5813*

**Organizations involved in sustainable growth and community development issues**

*Center for Rural Affairs  
101 S. Tallman St.  
P.O. Box 406  
Walthill, NE 68067  
Phone: (402) 846-5428  
Fax: (402) 846-5420*

## NEBRASKA CONTINUED

*Center for Rural Communities Revitalization and Development*  
58 Filley Hall  
University of Nebraska  
Lincoln, NE 68583-0947  
Phone: (402) 472-1772/ (800) 328-2851  
Fax: (402) 472-0688

*North Central Regional Center for Rural Development*  
Iowa State University  
108 Curtiss Hall  
Ames, IA 50011-1050  
Phone: (515) 294-8321  
Fax: (515) 294-3180

*Nebraska Department of Economic Development*  
301 Centennial Mall South, 4<sup>th</sup> Floor  
P.O. Box 94666  
Lincoln, NE 68509-4666  
Phone: (402) 471-3111/ (800) 426-6505  
Fax: (402) 471-3778  
TDD: (402) 471-3441

*Nebraska Rural Development Commission*  
1200 N. Street, Suite 610  
Lincoln, NE 68508-2022  
Phone: (402) 461-6002/ (877) 814-4707  
Fax: (402) 471-8690

*Nebraska Sustainable Agriculture Society*  
Headquarters: P.O. Box 736  
Hartington, NE 68739  
Phone: (402) 254-2289

*Western Office: High Plains Ag. Lab*  
3257 Rd. 109  
Sidney, NE 69162  
Phone: (308) 254-3918

*Heartland Center for Leadership Development*  
941 'O' Street, Suite 920  
Lincoln, NE 68508  
Phone: (800) 927-1115/ (402) 474-7667  
Fax: (402) 474-7672



# NEVADA

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Secretary of State*

*555 E. Washington Ave., Ste. 2900*

*Las Vegas, NV, 89101*

*Phone: (775) 486-2880*

*Fax: (775) 486-2888*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, VA 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*Department of Taxation Offices*

*1550 E. College Pkwy*

*Carson City, NV 89706*

*Phone: (775) 687-4820*

*Fax: (775) 687-5981*

*4600 Kietzke Lane, Bldg. O*

*Suite 263*

*Reno, NV 89502*

*Phone: (702)688-1295*

*Fax: (702)688-1303*

*555 E. Washington Ave.*

*Suite 1300*

*Las Vegas, NV 89101*

*Phone: (702)486-2300*

*Fax: (702)486-2373*

*850 Elm St. #2*

*Elko, NV 89803*

*Phone: (775)738-8461*

*Fax: (775)778-6814*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Ogden, UT 84201*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Fax: (801) 620-7115*

### Register for Workers Compensation Insurance.

*State of Nevada*

*Department of Business & Industry*

*Division of Insurance*

*1665 Hot Springs Road, Suite 152*

*Carson City, NV 89706-0646*

*Phone: (775) 687-4270*

*Fax: (775) 687-3937*

*2501 East Sahara Avenue, Suite 302*

*Las Vegas, Nevada 89158*

*Phone: (702) 486-4009*

*Fax: (702) 486-4007*

### Register for Unemployment Insurance.

*Employment Security Division*

*1830 E. Sahara Avenue #313*

*Las Vegas, NV 89104*

*Phone: (702) 486-8222*

*Employment Security Division*

*3287 D Kings Row*

*Reno, NV 89503*

*Phone: (775) 684-1914*

*Fax: (775) 684-1924*

*Occupational Safety and Health Administration (OSHA).*

*Safety Consultation & Training Section*

*2500 West Washington*

*Las Vegas, NV 89106*

*Phone: (702) 486-9140*

*Fax: (702) 486-5331*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs*

## NEVADA CONTINUED

### Other state licenses and permits.

*Department of Taxation Offices*

*1550 E. College Pkwy*

*Carson City, NV 89706*

*Phone: (775) 687-4820*

*Fax: (775) 687-5981*

*4600 Kietzke Lane, Bldg. O*

*Suite 263*

*Reno, NV 89502*

*Phone: (775) 688-1295*

*Fax: (775) 688-1303*

*555 E. Washington Ave.*

*Suite 1300*

*Las Vegas, NV 89101*

*Phone: (702) 486-2300*

*Fax: (702) 486-2373*

*850 Elm St. #2*

*P.O. Box 1750*

*Elko, NV 89803*

*Phone: (775) 738-8461*

*Fax: (775) 778-6814*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and*

*Planning Administrator*

### Wage and hour, fair labor standards.

*U.S. Department of Labor*

*Wage & Hour Division District Office(s):*

*Clark, Lincoln & Nye Counties:*

*3221 North 16th Street, Suite 301*

*Phoenix, AZ 85016-7103*

*Phone: (602) 640-2990*

*Fax: (602) 640-2979*

### Statistical information on business conditions, economic and demographic information.

*Center for Business and Economic Research*

*University of Nevada, Las Vegas*

*4505 S. Maryland Parkway*

*P.O. Box 456002*

*Las Vegas, NV 89154-6002*

*Phone: (702) 895-3191*

*Fax: (702) 895-3606*

*Nevada Agricultural Statistics Service*

*910 Valley Rd.*

*PO Box 8880*

*Reno, NV 89507*

*Phone: (888) 456-7211 / (775) 784-5584*

*Fax: (775) 784-5766*

### Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.

*Small Business Administration*

*300 Las Vegas Blvd. South, Suite 1100*

*Las Vegas, NV 89101*

*Phone: (702) 388-6611*

*Fax: (702) 388-6469*

### Counseling, training and managerial assistance for small business owners.

*Nevada Small Business Development Center*

*University of Nevada, Reno*

*College of Business Administration*

*Mail Stop 032*

*Reno, NV 89557-0100*

*Phone: (775) 784-1717*

*Fax: (775) 784-4337*

### Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.

*Nevada MicroEnterprise Initiative (NMI)*

*1600 East Desert Inn Road, Suite 209E*

*Las Vegas, NV 89109*

*Phone: (702) 734-3555*

*Fax: (702) 734-3530*

*Nevada MicroEnterprise Initiative (NMI)*

*116 East 7th Street, Suite 3*

*Carson City, NV 89701*

*Phone: (775) 841-1420*

*Fax: (702) 841-2221*

**NEVADA** CONTINUED**Agricultural Resources and Contacts****USDA Rural Development Program Office**

*Nevada Rural Development Office  
1390 S. Curry St.  
Carson, NV 89703  
Phone: (702) 887-1222  
Fax: (702) 885-0841*

**USDA Farm Service Agency**

*Nevada State FSA Office  
1755 E. Plumb Lane  
Suite 202  
Reno, NV 89502  
Phone: (702)-784-5374  
Fax: (775) 784-5015*

**Cooperative Extension**

*Contact your local office; or  
University of Nevada Cooperative Extension  
P.O. Box 11130  
Reno, NV 89520  
Phone: (775) 784-4848  
Fax: (775) 784-4881*

**State Forestry Office**

*Division of Forestry  
410 John Street  
Suite D  
Carson City, NV 89710  
Phone: (702) 684-2501  
Fax: (702) 687-4244*

**State Department of Agriculture**

*Nevada Division of Agriculture  
350 Capitol Hill Ave.  
Reno, NV 89502  
Phone: (775) 688-1180*

**Support for technology transfer, research and development and value added products in natural resources and agriculture**

*Nevada Small Business Development Center  
University of Nevada, Reno  
College of Business Administration  
Mail Stop 032  
Reno, NV 89557-0100  
Phone: (775) 784-1717  
Fax: (775) 784-4337*

**Organic product information/certification**

*Nevada Division of Agriculture  
350 Capitol Hill Ave.  
Reno, NV 89502  
Phone: (775) 688-1182 ext. 244/243  
Fax: (775) 688-1178*

**Direct marketing information resources**

*Nevada Division of Agriculture  
350 Capitol Hill  
Reno, NV 89502  
Phone: (702) 688-1182 ext. 243  
Fax: (702) 688-1178*

**Organizations involved in sustainable growth and community development issues**

*Western Rural Development Center  
Oregon State University  
Ballard Extension Hall, Rm. 307  
Corvallis, OR 97331-3607  
Phone: (541) 737-3621  
Fax: (541) 737-1579*

# NEW HAMPSHIRE

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*Secretary of State - Corporate Information*

*107 North Main Street*

*Concord, NH 03301-4989*

*Phone: (603) 271-3246*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, VA 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*Department of Revenue Administration*

*45 Chenell Drive*

*Concord, NH 03301*

*P.O. Box 457 (03302-0457)*

*Phone: (603) 271-2191*

*Fax: (603) 271-6121*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Andover, MA 05501*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Phone: (978) 474-9717*

*Fax: (978) 474-9774*

### Register for Workers Compensation Insurance.

*Workers' Compensation Division*

*New Hampshire Department of Labor*

*95 Pleasant Street*

*Concord, NH 03301*

*Phone: (603) 271-3176 or 1-800-272-4353*

### Register for Unemployment Insurance.

*Employment Security*

*Tax Contribution Section*

*32 S. Main St. Concord, NH 03302*

*Phone: (603) 229-4371 / (800) 803 4485*

*Call for the local office in your area*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Concord Area Office*

*279 Pleasant Street, Suite 201*

*Concord, NH 03301*

*Phone: (603) 225-1629*

*Fax: (603) 225-1580*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs*

### Other state licenses and permits.

*Small Business Development Center*

*University of New Hampshire*

*15 College Road*

*108 McConnell Hall*

*Durham, NH 03824-3593*

*Phone: (603)-862-2200*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and Planning Administrator*

### Wage and hour, fair labor standards.

*New Hampshire Dept. of Labor*

*Wage & Hour Division*

*95 Pleasant St.*

*Concord, NH 03301 OR*

*P.O. Box 2076*

*Concord, NH 03301-2076*

*Phone: (603) 271-1492/ 6294*

*Fax: (603) 271-2668*

## NEW HAMPSHIRE CONTINUED

### Agricultural Resources and Contacts

*U.S. Department of Labor  
Wage & Hour Division District Office  
2 Wall Street, 1st Floor  
Manchester, NH 03101  
Phone: (603) 666-7716  
Fax: (603) 666-7600*

#### **Statistical information on business conditions, economic and demographic information.**

*New England Agricultural Statistics Service  
22 Bridge Street, 3rd Floor  
P.O. Box 1444  
Concord, NH 03302-1444  
Phone: (603) 224-9639  
Fax: (603) 225-1434*

#### **Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*U.S. Small Business Administration  
143 N. Main St.  
Concord, NH 03301  
Phone: (603) 225-1400  
Fax: (603) 225-1409*

#### **Counseling, training and managerial assistance for small business owners.**

*New Hampshire Business Information Center  
151 Main Street  
Nashua NH 03060  
Phone: (603) 886-1233  
Fax: (603) 598-1164*

#### **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Women's Business Center, Inc.  
150 Greenleaf Avenue, Unit 4  
Portsmouth, NH 03801  
Phone: (603) 430-2892  
Fax: (603) 430-3706  
New Hampshire*

#### **USDA Rural Development Program Office**

*New Hampshire Rural Development Office  
Concord Center, Suite 218  
Box 317, 10 Ferry Street  
Concord, NH 03301-5004  
Phone: (603) 223-6045  
Fax: (603) 223-6062*

#### **USDA Farm Service Agency**

*New Hampshire State FSA Office  
22 Bridge St. 4<sup>th</sup> Floor  
Concord, NH 03301  
Phone: (603) 224-7941  
Fax: (603) 225-1410*

#### **Cooperative Extension**

*Contact your local office; or  
Univ. Of New Hampshire Cooperative Extension  
59 College Rd. Taylor Hall  
Durham, NH 03824  
Phone: (603) 862-1520  
Fax: (603) 862-1585*

#### **State Forestry Office**

*Division of Forests & Lands  
P.O. Box 1856  
172 Pembroke Road  
Concord, NH 03302-1856  
Phone: (603) 271-2214  
Fax: (603) 271-2629*

#### **State Department of Agriculture**

*Dept. of Agriculture, Markets and Food  
State House Annex  
25 Capitol Street, 2<sup>nd</sup> Floor  
Concord, NH 03301  
P.O. Box 2042  
Concord, NH 03302  
Phone: (603) 271-3551  
Fax: (603) 271-1109*

## NEW HAMPSHIRE CONTINUED

### Organic product information/certification

*Bureau of Markets. New Hampshire Department  
of Agriculture  
P.O. Box 2042  
Concord, New Hampshire 03302-2042  
Phone: (603) 271-3685/2753  
Fax: (603) 271-1109  
(State Certification Program)*

*Northeast Organic Farming Association  
New Hampshire Office  
White Farm, 150 Clinton St.  
Concord, NH 03301*

### Direct marketing information resources

*New Hampshire Dept. of Agriculture  
Markets & Food  
P.O. Box 2042  
Concord, NH 03302-2042  
Phone: (603) 271-3788  
Fax: (603) 271-1109*

### Organizations involved in sustainable growth and community development issues

*Northeast Regional Center for Rural Development  
Pennsylvania State University  
7 Armsby Building  
University Park, PA 16802-5600  
Phone: (814) 863-4656  
Fax: (814) 863-0586*

*New Hampshire Sierra Club  
#3 Bicentennial Square  
Concord, NH 03301  
Phone: (603) 224-8222  
Fax: (603) 224-4719*

# NEW JERSEY

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant*

### File a trademark or trade name, register a business.

*New Jersey Division of Revenue*

*TM/SM Unit*

*P.O. Box 453*

*Trenton, NJ 08625*

*Phone: (609) 292-9292*

*Fax: (609) 530-4989*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, VA 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*New Jersey Division of Taxation*

*P.O. Box 252*

*Trenton, NJ 08646-0240*

*Phone: (609) 292-1730*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Holtsville, NY 00501*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Phone: (516) 447-4955*

*Fax: (516) 447-4991*

### Register for Workers Compensation Insurance.

*Department of Labor*

*Division of Workers' Compensation*

*Post Office Box 381*

*Trenton, NJ 08625-0381*

*Phone: (609) 292-2414*

*Fax: (609) 984-2515*

### Register for Unemployment Insurance.

*Department of Labor*

*Division of Unemployment Insurance*

*Labor Building, John Fitch Plaza*

*P.O. Box 458*

*Trenton, NJ 08625-0058*

*Phone: (609) 292-2460*

*Fax: (609) 396-1685*

### Occupational Safety and Health Administration (OSHA).

*OSHA Regional Office*

*201 Varick Street, Room 670*

*New York, NY 10014*

*Phone: (212) 337-2378*

*Fax: (212) 337-2371*

*Call for the location of the office in your area*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs*

### Other state licenses and permits.

*New Jersey Small Business*

*Development Centers*

*Rutgers Graduate School of Management*

*49 Bleeker Street*

*Newark, NJ 07102*

*Phone: (973) 353-1927*

*Fax: (973) 353-1110*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and*

## NEW JERSEY CONTINUED

*Planning Administrator*

### **Wage and hour, fair labor standards.**

*Dept. of Labor*

*Wage & Hour Division*

*225 E. State St. 7th Floor*

*Trenton, NJ 08625-3890*

*Phone: (609) 292-3658*

*U.S. Department of Labor*

*Wage & Hour Division District Office(s):*

*Southern NJ:*

*3131 Princeton Pike*

*Building 5, Room 216*

*Lawrenceville, NJ 08648*

*Phone: (609) 989-2247*

*Fax: (609) 989-0457*

*Northern NJ:*

*200 Sheffield St., Suite 102*

*Mountainside, NJ 07092*

*Phone: (201) 645-2279*

*Fax: (201) 645-2573*

### **Statistical information on business conditions, economic and demographic information.**

*New Jersey Agricultural Statistics Service*

*P.O. Box 330*

*Trenton, NJ 08625*

*Phone: (609) 292-6385*

*Fax: (609) 633-9231*

### **Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*U.S. Small Business Administration*

*Two Gateway Center, 4th Floor*

*Newark, NJ 07102*

*Phone: (973) 645-2434*

*Fax: (973) 645-6265*

### **Counseling, training and managerial assistance for small business owners.**

*New Jersey Business Information Center*

*U.S. Small Business Administration*

*2 Gateway Center, 15th Floor*

*Newark, NJ 07102*

*Phone: (973) 645-3968*

*Fax: (973) 645-6265*

*New Jersey Business Information Center*

*(856) 338-1817 ext. 3162*

### **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*New Jersey Division of Small Business, Women &*

*Minority Business Development*

*20 W. State Street PO Box 835*

*Trenton, NJ 08625*

*Phone: (609) 292-3860*

*Fax: (609) 292-9145*

*Division of NJ Urban Enterprise Zones*

*New Jersey Department of Commerce and*

*Economic Development*

*P.O. Box 820*

*20 W. State St., CN-829*

*Trenton, NJ 08625-0829*

*Phone: (609) 292-1912*

*New Jersey National Association of Women*

*Business Owners - EXCEL Program*

*225 Hamilton Street*

*Bound Brook, NJ 08805-2018*

*Phone: (732) 560-9607*

*Fax: (732) 560-9687*

*Pennsylvania/New Jersey*

*One Stop Capital Shop*

*The Small Business Support Center*

*1315 Walnut Street*

*Philadelphia, PA 19107*

*Phone: (215) 790-5005*

*Fax: (215) 790-5016*



**NEW JERSEY** CONTINUED**Agricultural Resources and Contacts****USDA Rural Development Program Office**

*Rural Development State Office  
Transfield Plaza, #22  
Woodland Road  
Mt. Holly, NJ 08060  
Phone: (609) 265-3600  
Fax: (265)-3651*

**USDA Farm Service Agency**

*New Jersey State FSA Office  
Mastoris Professional Plaza  
163 Route 130, Bldg. 2  
Suite E  
Bordentown, NJ 08505-2249  
Phone: (609) 298-3446  
Fax: (609) 298-8780*

**Cooperative Extension**

*Contact or local office or;  
Rutgers Cooperative Extension  
Cook College  
88 Lipman Drive  
New Brunswick, NJ 08901-8525  
Phone: (732) 932-9306*

**State Forestry Office**

*State Forestry Service  
P.O. Box 404  
Trenton, NJ 08625-0404  
Phone: (609) 292-2520  
Fax: (609) 984-0378*

**State Department of Agriculture**

*John Fitch Plaza  
P.O. Box 330  
Trenton, NJ 08625-0330  
Phone: (609) 292-3976  
Fax: (609)-292-3978*

**Organic product information/certification**

*Northeast Organic Farming Association  
New Jersey Office  
33 Titus Mill Road  
Pennington, NJ 08534  
Phone: (609) 737-6848  
Fax: (609) 737-2366*

**Direct marketing information resources**

*New Jersey Dept. of Agriculture  
P.O. Box 330  
Trenton, NJ 08625  
Phone: (609) 292-8853  
Fax: (609) 984-2508*

*New Jersey Council of Farmers & Communities  
(Formerly North Jersey Farmers Market Council)  
Phone: (973) 992-9039*

**Organizations involved in sustainable growth and community development issues**

*Northeast Regional Center for Rural  
Pennsylvania State University  
7 Armsby Building  
University, PA 16802-5600  
Phone: (814) 863-4656  
Fax: (814) 863-0586*

*New Jersey Future  
204 West State Street  
Trenton, NJ 08608  
Phone: (609) 393-0008  
Fax: (609) 393-1189*

*Middlesex Somerset Mercer (MSM) Regional  
Council, Inc.  
870 Mapleton Road  
Princeton, NJ 08540-9538  
Phone: (609) 452-1717  
Fax: (609) 452-2321*

# NEW MEXICO

## Business Requirements:

### Determine the Legal Form of the Business.

Sole proprietorship, corporation or partnership.

*Contact an attorney and an accountant*

### File a Trademark or Trade Name.

*Office of the Secretary of State*

*Tradename Division*

*325 Don Gaspar St.*

*Santa Fe, NM 87503*

*Phone: (505) 827-3609*

### Register a Corporate Name.

This is required so you can legally do business. Most banks require the information for business accounts.

*State Corporation Commission*

*P.O. Drawer 1269*

*1120 Baseo De Peralta*

*Santa Fe, NM 87504-1269*

*Phone: (505) 827-4504 or (505) 827-4509*

### Register to Pay New Mexico Gross Receipts Tax.

This authorizes a business to collect and remit gross receipts tax, which is charged on all goods and services; other requirements may apply.

*New Mexico Taxation and Revenue Dept.*

*P.O. Box 5374*

*Santa Fe, NM 87502-5374*

*Phone: (505) 827-0946*

Some *municipalities* or counties may also require business licenses; contact the local City or County Clerk.

### Obtain a Federal Employer Identification Number.

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center*

*Austin, TX 73301*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Phone: (512) 460-7843*

*Fax: (512) 460-8000*

### Register for Workers' Compensation Insurance.

All businesses with employees must carry this insurance to cover on-the-job injuries.

*Worker's Compensation Administration*

*P.O. Box 27198*

*Albuquerque, NM 87125-7198*

*Phone: (505) 841-6000 or (800) 255-7965*

### Register for Unemployment Insurance.

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*Unemployment Insurance Bureau*

*Department of Labor*

*P.O. Box 2281*

*Albuquerque, NM 87103*

*Phone: (505) 841-8576*

### Occupational Safety and Health Administration (OSHA).

Provides information and inspection regarding safety in the workplace.

*New Mexico Environment Department*

*Occupational Health & Safety Bureau*

*P.O. Box 26110*

*Santa Fe, NM 87502*

*Phone: (505) 827-4230*

*FAX: (505) 827-4422*

### Liability and General Business Insurance.

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

### Other State Licenses and Permits.

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with potential environmental impacts.

**NEW MEXICO** CONTINUED

*Department of Regulation and Licensing  
725 St. Michael St.  
Santa Fe, NM 87501  
Phone: (505) 827-1396  
—OR—*

*New Mexico Taxation & Revenue Dept.  
Business Registration Information  
Phone: (505) 827-0951  
—OR—*

*(potential environmental impacts)  
New Mexico Environment Department  
Phone: (505) 827-2933*

**Local Business Licenses and Permits.**

Many municipalities require separate business licenses, especially for home-based businesses.

*Contact the local City or County Clerk*

**Zoning and Building Permits.**

Check with the appropriate office to make certain that the proposed use for the building is approved.

*Contact the local City or County Zoning and Planning Administrator*

**Wage and Hour, Fair Labor Standards Information.**

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

*U.S. Department of Labor  
P.O. Box 1928  
Albuquerque, NM 87103  
Phone: (505) 841-8409  
—OR—*

*New Mexico Department of Labor  
Phone: (505) 827-7434*

**Information Regarding Local Economic Development Programs, Financing and Customized Employee Training.**

*Department of Economic Development  
1100 St. Francis Dr.*

*Santa Fe, NM 87503  
Phone: (505) 827-0300*

**Information Regarding Business Assistance, Publications, Financing, Government Procurement Assistance, Surety Bond Guarantee, Minority Small Business Assistance Program, Workshops and Publications.**

*Small Business Administration  
625 Silver SW, Suite. 320  
Albuquerque, NM 87102  
Phone: (505) 346-7909 Fax: (505) 346-7611*

**Counseling, Training, and Managerial Assistance for Small Business Owners.**

A wide variety of subject areas such as marketing, finances, production and organization. For information about the closest location contact:

*New Mexico Small Business Development Center  
Santa Fe Community College  
6401 Richards Ave.  
Santa Fe, NM 87505  
Phone: (505) 428-1362*

**Directory of New Mexico State Agencies.**

<http://www.state.nm.us>

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration  
625 Silver SW, Suite 320  
Albuquerque, NM 87102  
Phone: (505) 766-1879  
Fax: (505) 346-6711*

*New Mexico Women's Economic  
Self-Sufficiency Team (WESST Corp.)  
414 Silver Southwest  
Albuquerque, NM 87102*

## NEW MEXICO CONTINUED

Phone: (505) 241-4760

Fax: (505) 241-4766

Call for the office in your area

### **Statistical information on business conditions, economic and demographic information.**

*Business Research Bureau*

*P. O. Box 30001, Dept. 3567*

*Las Cruces, NM 88003*

*Phone: (505) 646-3199*

*Fax: (505) 646-2558*

*University of New Mexico*

*Bureau of Business and Economic Research*

*Data Bank*

*1920 Lomas NE*

*Albuquerque, NM 87131-6021*

*Phone: (505) 277-6626*

*Fax: (505) 277-2773*

*New Mexico Agricultural Statistics Service*

*P.O. Box 1809*

*2705 N. Telshor, Suite 4*

*Las Cruces, NM 88011*

*Phone: (505) 522-6023*

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program Office**

*New Mexico Rural Development Office*

*6200 Jefferson Street, NE Rm. 255*

*Albuquerque, NM 87109*

*Phone: (505) 761-4950*

*Fax: (505) 761-4976*

### **USDA Farm Service Agency**

*New Mexico State FSA Office*

*6200 Jefferson Street, NE Rm. 255*

*Albuquerque, NM 87109*

*Phone: (505) 761-4900*

*Fax: (505) 761-4934*

### **Cooperative Extension**

*Contact your local office; or*

*NMSU Cooperative Extension Service*

*P.O. Box 30003 MSC3AE*

*New Mexico State University*

*Las Cruces, NM 88003*

*Phone: (505) 646-3015*

*Fax: (505) 646-5975*

### **State Forestry Office**

*Forestry Division*

*P.O. Box 1948*

*Santa Fe, NM 87504-1948*

*Phone: (505) 827-5830*

*Fax: (505) 646-8120*

### **Support for technology transfer, research and development and value added products in natural resources and agriculture**

*Center for Economic Development*

*Research and Assistance*

*New Mexico State University*

*P.O. Box 30001, Dept. 3CR*

*Las Cruces, New Mexico 88002-8001*

*Phone: (505) 646-6315*

*Fax: (505) 646-7037*

*Organic product information/certification*

### **New Mexico Organic Commodity Commission**

*118 Amherst Drive, N.E.*

*Albuquerque, NM 87106-1303*

*Phone: (505) 266-9849*

*Fax: (505) 266-0649*

*(State Certification Program)*

*New Mexico Organic Growers Association*

*12515 Royal Point NE*

*Albuquerque, NM 87111-7708*

*Phone: (505) 268-5504*

### **Direct marketing information resources**

*New Mexico Dept. of Agriculture*

*P.O. Box 637*

**NEW MEXICO** CONTINUED

*Alcalde, NM 87511*

*Phone: (505) 852-3088*

*Fax: (505) 852-3088*

**Organizations involved in sustainable growth and  
community development issues**

*1,000 Friend of New Mexico*

*115 2<sup>nd</sup> St. SW*

*Albuquerque, MN 87102*

*Phone: (505) 848-8232*

*Fax: (505) 242-3964*

*The Conservation Fund*

*Southwest Office*

*1511 Don Gaspar*

*Santa Fe, NM 87505*

*Phone: (505) 984-2871*

*Fax: (505) 982-5355*

*Western Rural Development Center*

*Oregon State University*

*Ballard Extension Hall, Rm. 307*

*Corvallis, OR 97331-3607*

*Phone: (541) 737-3621*

*Fax: (541) 477-6323*

*Northeast Regional Center for Rural Development*

*Pennsylvania State University*

*7 Armsby Building*

*University Park, PA 16802-5600*

*Phone: (814) 863-4656*

*Fax: (814) 863-0586*

# NEW YORK

## Business Requirements:

### Determine the Legal Form of the Business.

Sole proprietorship, corporation or partnership.

*Department of State  
Division of Corporations  
State Street 2nd Floor  
Albany, NY 12231  
Phone: 518-473-2492  
<http://www.dos.state.ny.us/corp/corpwww.html>*

### File a Trademark or Trade Name, Register a General Partnership or Corporation.

This is required so you can legally do business. Most banks require the information for business accounts.

*NYS Department of State  
State Records  
41 State Street  
Albany, NY 12231-0001  
Phone: (518) 474-4770  
<http://www.dos.state.ny.us/corp/corpwww.html>*

### Register a Sole Proprietorship or Simple Partnership.

This is required so you can legally do business. Most banks require the information for business accounts.

*Contact the County Recorder*

### Obtain a Sales Tax License.

This authorizes a business to collect sales tax on retail transactions and is essential for retail businesses. Identify other tax requirements.

*NYS Department of Taxation & Finance  
Business Tax Information Center  
Building 8, Room 902  
W.A. Harriman State Campus  
Albany, NY 12227  
Phone: (800) 829-1040 or local/regional office  
[http://www.irs.ustreas.gov/prod/bus\\_info/index.html](http://www.irs.ustreas.gov/prod/bus_info/index.html)*

### Identify state tax requirements

*NYS Tax Department  
Taxpayer Assistance Bureau  
W. A. Harriman Campus*

*Albany, NY 12227*

*Business Tax Information: (800) 972-1233*

*General information call: (800) 225-5829*

### Obtain a Federal Employers Identification Number.

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.  
New York City and counties of Nassau,  
Rockland, Suffolk and Westchester:*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Holtsville, NY 00501*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (516) 447-4955  
Fax: (516) 447-4991  
All other counties:*

*To file completed form by mail:  
Internal Revenue Service Center  
Andover, MA 05502*

*To file completed form by Tele-TIN:  
Phone: (978) 474-9717  
Fax: (978) 474-9774  
<http://www.ssa.gov/svcs.htm>*

### Register for Disability and Workers' Compensation Insurance.

All businesses with employees must carry this insurance to cover on-the-job injuries.

*Contact a local insurance agent for your business  
insurance needs  
—OR—*

*State Insurance Fund  
15 Computer Drive West  
Albany, NY 12240  
Phone: (518) 485-8800*

**NEW YORK** CONTINUED**Register for Unemployment Insurance.**

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*New York State Department of Labor  
Registration Subsection  
State Office Building Campus Bldg 12  
Albany, NY 12240  
Phone: (518) 457-4179  
Fax: (518) 485-8010  
<http://www.labor.state.ny.us/>*

**Occupational Safety and Health Administration (OSHA).**

Provides information and inspection regarding safety in the workplace.

*NYS Regional Office  
Division of Safety & Health  
201 Varick Street, Room 670  
New York, New York 10014  
Phone: (212) 337-2378  
Fax: (212) 337-2371  
[http://www.labor.state.ny.us/html/safety/saf\\_hlth.htm](http://www.labor.state.ny.us/html/safety/saf_hlth.htm)*

*Call for the location of the office in your area*

**Liability and General Business Insurance.**

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

**Other Business Licenses and Permits.**

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with environmental impacts.

*New York State Governor's Office of Regulatory Reform  
Permit Assistance  
Governor's Office of Regulatory Reform  
P.O. Box 7027  
Alfred E. Smith State Office Bldg., 17th Floor  
Albany, NY 12225  
Phone: (800) 342-3464 / (518) 474-8275  
[http://www.gorr.state.ny.us/gorr/PERMIT\\_TEAM.html](http://www.gorr.state.ny.us/gorr/PERMIT_TEAM.html)*

**Zoning and Building Permits.**

Check with the appropriate office to make certain that the proposed use for the building is approved.

*Contact the local Municipal offices governing building codes, assessment, zoning, etc.*

**Wage and Hour, Fair Labor Standards Information.**

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

*New York Department of Labor  
Division of Labor Standards  
State Office Bldg. Campus Bldg. 12  
Albany, NY 12240  
Phone: (518) 457-2730  
Fax: (518) 457-7997  
Call for the location of the district office in your area.  
<http://www.labor.state.ny.us/>*

**Statistical Information on Business Conditions, Economic and Demographic Information.**

*New York Agricultural Statistics Service  
Department of Agriculture & Markets  
1 Winners Circle, Albany, NY 12235  
Phone: (518) 457-5570  
Fax: (518) 453-6564*

*U.S. Department of Commerce  
U.S. Census Bureau, NY Regional Office  
26 Federal Plaza 37-100  
Albany, NY 12240  
Phone: (617) 565-2066  
<http://www.labor.state.ny.us/>*

**Information Regarding Business Assistance, Publications, Financing, Government Procurement, Surety Bond Guarantee, Workshops and Publications.**

*Empire State Development Corporation  
Division for Small Business  
One Commerce Plaza  
Albany, NY 12180-1010  
Phone: 1-800-782-8369  
<http://www.empire.state.ny.us/>*

## NEW YORK CONTINUED

*U.S. Small Business Administration  
District Offices*

*New York City District Office  
26 Federal Plaza, Suite 3100  
New York, NY 10278  
Phone: (212) 264-2454  
Fax: (212) 264-7751*

*Buffalo District Office  
111 West Huron Street  
Buffalo, NY 14202  
Phone: (716) 551-4301  
Fax: (716) 551-4418*

*Syracuse District Office  
401 S. Salina Street, 5th Floor  
Syracuse, NY 13202  
Phone: (315) 471-9393  
Fax: (315) 471-9288*

### **Counseling, Training and Managerial Assistance for Small Business Owners.**

A wide variety of subject areas such as marketing, finances, production and organization. For information regarding the location nearest to you call:

*Small Business Development Center  
1 Pinnacle Place  
Albany, NY 12203  
Phone: (518) 442-5577  
Fax: (518) 453-9572*

*New York Business Information Center  
The Capital Resource Center  
1 Computer Drive South  
Albany, NY 12205  
Phone: (518) 446-1118  
Fax: (518) 446-1228*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Empire State Development  
30 South Pearl Street  
Albany, NY 12245*

*Phone: (800) STATE-NY (1-800-782-8369)*

*Empire State Development  
633 Third Avenue  
New York, NY 10017-6706  
Phone: (212) 803-3100  
Call either office for the location of the regional office near you.*

*American Woman's Economic Development Corporation (AWED)  
71 Vanderbilt Avenue, Suite 320  
New York, NY 10169  
Phone: (212) 692-9100  
Fax: (212) 692-9296*

*Queens One Stop Capital Shop &  
Jamaica Business Resource Center  
90-33 160th Street  
Jamaica NY 11432  
Phone: (718) 206-2255  
Fax: (718) 206-3693*

*Harlem Business One Stop Capital Shop  
Resource & Investment Service Center  
290 Lenox Avenue, Second Floor  
New York NY 10027  
Phone: (212) 876-2246  
Fax: (212) 876-4236  
New York*

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program Office**

*New York Rural Development Office  
The Galleries of Syracuse  
441 S. Salina St. 5<sup>th</sup>  
Syracuse, New York 13202  
Phone: (315) 477-6433  
Fax: (315) 477-6438  
TDD: (315) 477-6433*



**NEW YORK** CONTINUED**USDA Farm Service Agency**

*New York State FSA Office  
411 S. Salina St.  
Suite 365, 5<sup>th</sup> Floor  
Syracuse, NY 13202  
Phone: (315) 477-6300  
Fax: (315) 477-6323*

**Cooperative Extension**

*Contact your local office; or  
Cornell Cooperative Extension Service  
276 Roberts Hall  
Cornell University  
Ithaca, NY 14853  
Phone: (607) 255-2237  
Fax: (607) 255-2473*

**State Forestry Office**

*Division of Lands & Forests  
50 Wolf Road  
Albany, NY 12233-4250  
Phone: (518) 457-2475  
Fax: (518) 457-5438*

**State Department of Agriculture**

*Department of Agriculture and Markets  
1 Winners Circle  
Albany, NY 12235-0001  
Phone: (518) 457-4418*

**Organic product information/certification**

*Northeast Organic Farming Association  
New York Chapter  
P.O. Box 21  
South Butler, NY 13154-0021  
Phone: (315) 365-2299*

**Direct marketing information resources**

*New York Dept. of Agriculture & Markets]  
55 Hanson Place  
Brooklyn, NY 11217  
Phone: (718) 722-2830  
Fax: (718) 722-2836*

**Organizations involved in sustainable growth and  
Community development issues**

*American Farmland Trust  
Northeast Field Office  
110 Spring Street  
Saratoga Springs, NY 12866  
Phone: (518) 581-0078  
Fax: (518) 581-0079*

*Northeast Regional Center for Rural Development  
Pennsylvania State University  
7 Armsby Building  
University Park, PA 16802-5600  
Phone: (814) 863-4656  
Fax: (814) 863-0586*

# NORTH CAROLINA

## Business Requirements:

**Contact the North Carolina Small Business and Technology Development Center.**

Request the Business Start-up Kit. Each kit is customized with the appropriate federal, state and local forms and information to start a business, including most of the items listed here.

*Small Business & Technology Development Center  
333 Fayetteville Street Mall, Suite 1150  
State Street 2nd Floor  
Raleigh, NC 27601-1742  
Phone: (919) 715-7272 or (800) 258-0862  
<http://www.sbtcdc.org>*

The SBTDC also provides referrals and information regarding state and federal assistance programs and business incentives available statewide, including counseling, training and managerial assistance available through a network of 16 local Small Business & Technology Development Centers throughout North Carolina.

**Register a Trade Name for a Sole Proprietorship or General Partnership.**

This is required so you can legally do business. Most banks require the information for business accounts.

*Contact the SBTDC  
—OR—*

*The Trademarks Section  
Department of the Secretary of State  
P.O. Box 29622  
Raleigh, NC 27626-0622  
Phone: (919) 807-2162  
Fax: (919) 807-2130*

**Determine the Legal Structure of Business.**

*Consult the Start-up Kit, an attorney and/or an accountant*

**File the Proper Paperwork for a Corporation, Limited Liability Company, Limited Liability Partnership or a Trademark.**

*NC State Secretary of State Office  
2 S. Salisbury St.  
Raleigh, NC 27628*

*Phone: (919) 807-2225 or 800-228-8443  
<http://www.state.nc.us/secstate>*

**Licenses and Permits.**

To determine liability for licence fees and taxes.

*Business License Information Office  
111 Hillsborough Street (1st floor)  
Raleigh, North Carolina 27603  
P.O. Box 29622 Raleigh, NC 27626-0622  
Phone: (919) 807-2166*

*Long Distance Inside North Carolina:  
1-800-228-8443  
Fax: (919) 807-2167  
<http://www.state.nc.us/secstate>  
—OR—*

*Small Business Assistance Program  
Office of the Small Business Ombudsman  
2728 Capital Blvd.  
1640 Mail Service Center  
Raleigh, NC 27699-1640  
Phone: (800) 829-4841 / (919) 733-1267  
Fax: (919) 715-6794  
—OR—*

*Department of Revenue  
501 N. Wilmington Street  
P.O. Box 25000  
Raleigh, NC 27640  
Phone: (919) 733-7211  
<http://www.dor.state.nc.us/DOR/>*

**Obtain a Local State Tax License.**

Some local municipalities require a local state tax license in addition to the state license.

*Contact the SBTDC  
—OR—*

*Internal Revenue Service  
Phone: (800) 772-1213*

**Identify State Tax Requirements.**

*North Carolina Department of Revenue  
Post Office Box 25000  
Raleigh, NC, 27640-0640  
Phone: (919) 733-3991*

## NORTH CAROLINA CONTINUED

### Obtain a Federal Employer Identification Number.

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Memphis, TN 37501*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Fax: (901) 546-3910*

### Register for Unemployment Insurance.

All businesses with employees must pay unemployment insurance to protect employees who lose their jobs through no fault of their own.

*Contact the SBTDC  
—OR—*

*Employment Security Commission  
700 Wade Avenue  
Raleigh, NC 27605-1167  
Phone: (919) 733-3121  
<http://www.esc.state.nc.us/>*

### Register for Workers' Compensation Insurance.

Workers' compensation insurance must be obtained to cover all employees, including working corporate officers.

*Contact a private insurance carrier  
—OR—*

*NC Industrial Commission  
430 North Salisbury Street, 6th Floor  
Raleigh, NC 27611  
Phone: (919) 733-0345 or (800) 688-8349  
<http://www.comp.state.nc.us>*

### Obtain a Local State Tax License.

Some local municipalities require a local state tax license in addition to the state license.

*Contact the SBTDC*

### Obtain Information Regarding Workplace Safety and Inspection Requirements.

*Bureau of Consultative Services  
North Carolina Dept. of Labor  
4 W. Edenton St.  
Raleigh, NC 27602  
Phone: (919) 807-2900  
Fax: (919) 807-2902*

### Other Federal State Licenses and Permits.

Many occupations and businesses require specific licenses or permits.

*Contact the SBTDC*

### Local Licenses or Permits.

Many local governments require separate local licenses and permits and have zoning restrictions that apply to all businesses, including home-based businesses.

*Contact the City or County Clerks Local Zoning and Planning Office or the SBTDC*

### Wage and Hour, Fair Labor Standards.

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

*NC Department of Labor  
4 West Edenton Street  
Raleigh, NC 27601-1092  
Phone: (800) LABOR-NC  
<http://www.dol.state.nc.us/DOL>*

*—AND—*

*U.S. Department of Labor  
Wage & Hour Division District Offices*

*4407 Bland Rd., Suite 260  
Raleigh, NC 27609-6296  
Phone: (919) 790-2741  
Fax: (919) 790-2843*

*800 Briar Creek Road Suite CC-412  
Charlotte, NC 28205-6903  
Phone: (704) 344-6302  
Fax: (704) 344-6307*

# NORTH CAROLINA CONTINUED

## **Federal Assistance Available.**

Information regarding business assistance, publications and financing

*Contact the SBTDC*

—OR—

*U.S. Small Business Administration*

*200 N. College St. Suite A2015*

*Charlotte, NC 28202-2137*

*Phone: (704) 344-6563*

*Fax: (704) 344-6769*

—OR—

*SCORE*

*300 Fayetteville Mall*

*Raleigh, NC 27601*

*Phone: (919) 856-4739*

## **Statistical information on business conditions, economic and demographic information.**

*NCDA&CS Agricultural Statistics Service*

*P. O. Box 27747*

*Raleigh, NC 27611*

*Phone: (919) 856-4394*

*Fax: (919) 856-4139*

## **Counseling, training and managerial assistance for small business owners.**

*U.S. Small Business Administration*

*NationsBank/MBDA/Bell South*

*Small Business Resource Center*

*200 North College Street, Suite A2000*

*Charlotte, NC 28202-2137*

*Phone: (704) 344-9797*

*Fax: (704) 344-9990*

*Small Business and Technology Development Center (SBTDC)*

*333 Fayetteville Street Mall*

*Suite 1150*

*Raleigh, NC 27601*

*Phone: (919) 715-7272 / (800) 258-0862*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business & Technology Development Center (SBTDC)*

*Minority Business Enterprise Development*

*333 Fayetteville Street Mall, Suite 1150*

*Raleigh, NC 27601*

*Phone: (919) 715-7272 / (800) 258-0862*

## **Tribal Business Information Centers (TBIC's)**

*Tribal Business Information Center*

*Eastern Band of Cherokee Indians*

*Acquoni Building*

*Acquoni Road*

*P.O. Box 1200*

*Cherokee, NC 28719*

*Phone: (828) 497-9335*

*Fax: (828) 497-9009*

# Agricultural Resources and Contacts

## **USDA Rural Development Program Office**

*North Carolina Rural Development Program Office*

*4405 Bland Road*

*Raleigh, North Carolina 27609*

*Phone: (919) 873-2000*

*Fax: (919) 875-4825*

## **Cooperative Extension**

*Contact your local office; or*

*North Carolina State Extension Service*

*Ricks Hall, Rm. 410, North Car. State Univ.*

*NCSU Box 7602*

*Raleigh, NC 27695*

*Phone: (919) 515-2811*

*Fax: (919) 515-3135*

## **State Forestry Office**

*North Carolina Div. of Forest Resources*

*P.O. Box 29581*

*Raleigh, NC 27626-0581*

*Phone: (919) 733-2162 ext. 202*

*Fax: (919) 715-4350*

**NORTH CAROLINA** CONTINUED**State Department of Agriculture**

*North Carolina Department of Agriculture  
& Consumer Services  
2 West Edenton Street  
Raleigh, NC 27601  
P.O. Box 27647  
Raleigh, NC 27611  
Phone: (919) 733-7125*

**Organic product information/certification**

*Carolina Farm Stewardship Association  
P.O. Box 448  
Pittsboro, NC 27312  
Phone: (919) 542-2402  
Fax: (919) 542-7401*

**Direct marketing information resources**

*North Carolina Dept. of Agricultural  
P.O. Box 27647  
Raleigh, NC 27611  
Phone: (919) 733-7136  
Fax: (919) 733-0999*

**Organizations involved in sustainable growth and  
community development issues**

*The Conservation Fund  
North Carolina Office  
310 1/2 W. Franklin Street  
Chapel Hill, North Carolina 27516  
Phone: (919) 967-2223  
Fax: (919) 967-9702*

*Southern Rural Development Center  
P.O. Box 9656  
Mississippi State, MS 39762  
Phone: (601) 325-3207  
Fax: (601) 325-8915*

# NORTH DAKOTA

## Business Requirements:

### Determine the Legal Form of the Business.

Sole proprietorship, corporation or partnership.

*Contact an attorney and an accountant*

North Dakota has a consolidated registration process which provides a "one stop" process for a number of business start-up requirements:

### File a Trademark or Trade Name.

### Register a Business.

This is required so you can legally do business; most banks require the information for business accounts.

*Secretary of State*

*State Capitol, 1st Floor*

*600 E. Boulevard Ave.*

*Bismarck, ND 58505-0500*

*Phone: 701-328-4284*

*Fax: 701-328-2992*

*Obtain a Sales Tax License and Identify Other State Tax Requirements.*

*Office of State Tax Commissioner*

*State Capitol*

*600 E Boulevard Avenue*

*Bismarck, ND 58505-0599*

*Phone: (701) 328-2770*

*Fax: (701) 328-3700*

*TDD: (701) 328-2778*

### Register for Workers' Compensation Insurance.

All businesses with employees must carry this insurance to cover on-the-job injuries.

*North Dakota Workers' Compensation Bureau*

*500 East Front Avenue*

*Bismarck, ND 58504-5685*

*Phone: (701) 328-3811 or 800-777-5033*

*Fax: (701) 328-3750*

*TDD: (701) 328-3786*

*Safety \$ Fraud Hotline: 800-243-3331*

*TDD: (701) 328-3786*

### Register for Unemployment Insurance.

All businesses which have employees must participate in order to protect employees from loss of employment through no fault of their own.

*Job Service of North Dakota*

*P.O. Box 5507*

*Bismarck, ND 58506-5507*

*Phone: (701) 328-2814 or 800-472-2952*

*TDD: (701) 328-3262 or 800-438-2509*

### Wage and Hour, Fair Labor Standards Information.

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

*North Dakota Department of Labor*

*State Capitol*

*600 East Boulevard Avenue, Dept. 406*

*Bismarck, ND 58505-0340*

*Phone: (701) 328-2660 / 800-582-8032*

*TTY: (800) 366-6888 / 1-800-366-6889*

*Fax: (701) 328-2031*

<http://www.tradecorridor.com/ndlabor>

Some *municipalities* also require sales tax licenses; contact the local City Clerk and County Auditors.

### Obtain a Federal Employers Identification Number.

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most*

*Social Security Administration and IRS*

*offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Ogden, UT 84201*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Fax: (801) 620-7115*

**NORTH DAKOTA** CONTINUED**Occupational Safety and Health Administration (OSHA).**

Provides information and inspection regarding safety in the workplace.

*Director of Loss Prevention  
Worker's Compensation Bureau  
500 E. Front Ave.  
Bismarck, ND 58504-5685  
Phone: (701) 250-4521*

**Liability and General Business Insurance.**

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

**Other State Licenses and Permits.**

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with potential environmental impacts.

*Department of Economic Development and Finance  
1833 E. Bismarck Expressway  
Bismarck, ND 58504  
Phone: (701) 328-5300*

Publication available: *Business Forms and Licenses of North Dakota*

**Local Business Licenses and Permits.**

Many municipalities require separate business licenses, especially for home based operation.

*Contact the local City or County Clerk*

**Zoning and Building Permits.**

*Check with the appropriate office to make certain that the use proposed for the building is approved.*

**Information on Women's Businesses, Native American Business Opportunities and Targeted Business Locations.**

*Small Business Administration  
657 2nd. Ave. North, Room 218  
Fargo, ND 58108-3086  
Phone: (701) 239-5131  
Fax: (701) 239-5645*

*Bismarck One Stop Capital Shop*

*700 East Main Avenue, 2nd Floor*

*P.O. Box 5509*

*Bismarck, ND 58506*

*Phone: (701) 328-5850 / 1-800-544-4674*

*Fax: (701) 250-4304*

*Spirit Lake Sioux Nation*

*Tribal Planners Building*

*Main Street*

*P.O. Box 359*

*Fort Totten, ND 58335*

*Phone: (701) 766-1214*

*Fax: (701) 766-1267*

*Department of Economic*

*Development and Finance*

*1833 E. Bismarck Expressway*

*Bismarck, ND 58504*

*Phone: (701) 328-5300*

*—OR—*

*North Dakota Women's Business Institute*

*Attn: Penny Retzer*

*Mailing Address:*

*P.O. Box 2043*

*Fargo, ND 58107-2043*

*Phone: (701) 235-6488*

*Street Address:*

*320 5th Street North, Suite 203*

*Fargo, ND 58102*

**Information Regarding Business Assistance, Publications, Financing, Government Procurement Assistance, Surety Bond Guarantee, Minority Small Business Assistance Program, Workshops and Publications.**

*Small Business Administration*

*657 2nd. Ave. North, Room 218*

*Fargo, ND 58102*

*Phone: (701) 239-5131*

*Fax: (701) 239-5645*

*—OR—*

# NORTH DAKOTA CONTINUED

*One Stop Capital Center—  
Business Information Center (BIC)  
Bank of North Dakota  
700 East Main Avenue—2nd Floor  
P.O. Box 5509  
Bismark, ND 58502  
Phone: (701) 328-5850 or (800) 544-4674*

## **Counseling, Training and Managerial Assistance for Small Business Owners.**

A wide variety of subject areas such as marketing, finances, production and organization. For the location closest to you contact:

*North Dakota Business Information Center  
Grand Forks Chamber of Commerce  
202 North 3rd St., Suite 300  
Grand Forks, ND 58203  
Phone: (701) 746-5160  
Fax: (701) 746-5748*

*Small Business Development Centers  
College of Business and Public Administration  
University of North Dakota, 118 Gamble Hall  
Box 7308  
Grand Forks, ND 58202-7308  
Phone: (701) 777-3700  
—OR—*

*Contact any of the following subcenters:  
Fargo Regional Center  
657 2nd Avenue N, Room 219  
Fargo, ND 58102  
Phone: (701) 237-0986  
Fax: (701) 237-9734  
—OR—*

*Grand Forks Regional Center  
202 North 3rd Street, Suite 200  
Grand Forks, ND 58203  
Phone: (701) 772-8502  
Fax: (701) 772-9238  
—OR—*

*Minot Regional Center  
900 North Broadway, Suite 301  
Minot, ND 58703  
Phone: (701) 852-8861  
Fax: (701) 839-3889  
—OR—*

*Bismark Regional Center  
700 East Main Avenue, 2nd Floor  
Bismark, ND 58502  
Phone: (877) 596-6622  
Fax: (701) 250-4304  
—OR—*

*Jamestown Outreach Center  
210 10th Street SE  
Jamestown, ND 58402  
Phone: (701) 252-9243*

## **North Dakota Procurement and Technical Assistance.**

*Small Business Development Center  
657 2nd Avenue N, Room 219  
Fargo, ND 58102  
Phone: (701) 237-0986*

## **SCORE**

*Bismark Chapter  
Attn: Marv Evanson  
Box 5509  
700 East Main Avenue, Second Floor  
Bismark, ND 58502  
Phone: (701) 328-5860  
—OR—*

*Grand Forks Chapter  
Attn: John Dahlgren  
202 N. 3rd. St., Suite 300  
Grand Forks, ND 58203  
Phone: (701) 746-5851  
—OR—*

*Fargo Chapter  
P.O. Box 3086  
Fargo, ND 58108-3086  
Phone: (701) 239-5677*



**NORTH DAKOTA** CONTINUED

—OR—

Minot Chapter  
P.O. Box 507  
Minot, ND 58702-0507  
Phone: (701) 852-6883

**University Assistance.**

CIV—Center for Innovation  
Development at University of North Dakota  
Phone: (701) 777-3132

IBID—Institute for Business and Industry at North  
Dakota State University  
Phone: (701) 231-1001

BCAC—Business & Community Assistance Center  
at MISU  
Phone: (701) 857-3825

**Statistical information on business conditions, economic  
and demographic information.**

Center for Innovation  
UND Rural Technology Center  
4300 Dartmouth Drive  
P.O. Box 8372  
Grand Forks, ND 58202-8372  
Phone: (701) 777-3132  
Fax: (701) 777-2339

North Dakota Agricultural Statistics Service  
P.O. Box 3166  
Fargo, ND 58108-3166  
Phone: (800) 626-3134

**Agricultural Resources and Contacts****USDA Rural Development Program Office**

North Dakota Rural Development Office  
Federal Building, Room 208  
220 East Rosser Avel  
P.O. Box 1737  
Bismarck,, ND 58502  
Telephone: (701) 250-4781  
Fax: (701) 250-4670

**USDA Farm Service Agency**

North Dakota State FSA Office  
1025 28<sup>th</sup> Street SW  
P.O. Box 3046  
Fargo, ND 58101  
Phone: (701) 239-5224  
Fax: (701) 239-5696

**Cooperative Extension**

Contact your local office; or  
NDSU Extension Service  
315 Morrill Hall  
P.O. Box 5437  
North Dakota State University  
Fargo, ND 58105-5437  
Phone: (701) 231-8944  
Fax: (701) 231-8520

**State Forestry Office**

North Dakota Forest Service  
307 First Street  
Bottineau, ND 58318-1100  
Phone: (701) 228-5422  
Fax: (701) 228-5448

**State Department of Agriculture**

North Dakota Department of Agriculture  
600 East Boulevard Avenue, 6<sup>th</sup> Floor  
Bismarck, ND 58505-0020  
Phone: (701) 328-2231  
Fax: (701) 328-4567

**Support for technology transfer, research, and  
development and value added products in natural  
resources and agriculture**

Technology Transfer, Inc.  
1833 East Bismarck Expressway  
Bismarck, ND 58504  
Phone: (701) 328-5300  
Fax: (701) 328-5320

## **NORTH DAKOTA** CONTINUED

### **Organic product information/certification**

*Northern Plains Organic Marketing Coop*  
9824 79<sup>th</sup> St. SE  
Fullerton, ND 58441-9725  
Phone: (701) 883-4304

### **Direct marketing information resources**

*North Dakota Department of Agriculture*  
600 East Boulevard Avenue. Dept 602  
Bismarck, ND 58505  
Phone: (701) 328-2231  
Fax: (701) 328-4567

### **Organizations involved in sustainable growth and community development issues**

*North Central Regional Center for Rural Development*  
*Iowa State University*  
108 Curtiss Hall  
Ames, IA 50011-1050  
Phone: (515) 294-8321  
Fax: (515) 294-3180

# OHIO

## Business Requirements:

### Determine the Legal Form of the Business.

Sole proprietorship, corporation or partnership.

*Contact an attorney and an accountant*

### File a Trademark or Trade Name, Register a General Partnership or Corporation.

This is required so you can legally do business. Most banks require the information for business accounts. Contact:

*Secretary of State  
30 East Broad Street, 14th Floor  
Columbus, OH 43215  
Phone: (614) 466-0590*

### Register a Sole Proprietorship or Simple Partnership.

This is required so you can legally do business. Most banks require the information for business accounts. Contact:

*Secretary of State  
30 East Broad Street, 14th Floor  
Columbus, OH 43215  
Phone: (614) 466-0590*

### Obtain a Sales Tax License (Vendor's License).

This authorizes a business to collect sales tax on retail transactions, which is essential for retail businesses. Identify other tax requirements. Contact:

*Ohio Department of Taxation (ODT)  
30 East Broad Street, 20th Floor  
Columbus, OH 43215  
Phone: (614) 466-7350*

### Obtain a Federal Employer Identification Number.

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid. Contact the Internal Revenue Service for form SS-4 at:

*Internal Revenue Service (IRS)  
Attn: Entity Control  
Cincinnati, OH 45999  
Fax: (606) 292-5760*

### Register for Workers' Compensation Insurance.

All businesses with employees must carry this insurance to cover on-the-job injuries. Contact:

*Ohio Bureau of Workers' Compensation  
(OBWC)  
P.O. Box 15698  
Columbus, OH 43215-0698  
Phone: (614) 466-1015 or 800-686-1553*

### Register for Unemployment Insurance.

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own. Contact:

*Ohio Bureau of Employment Services (OBES)  
145 S. Front Street, P.O. Box 923  
Columbus, OH 43216-0923  
Phone: (614) 466-2319*

### Occupational Safety and Health Administration (OSHA).

Provides information and inspection regarding safety in the workplace. Contact:

*Ohio Bureau of Employment Services (OBES)  
145 S. Front Street, P.O. Box 1618  
Columbus, OH 43216-1618  
Phone: (614) 644-2631 or (800) 282-1425*

### Liability and General Business Insurance.

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs.*

### Other State Licenses and Permits.

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with environmental impacts, or require separate state licenses. For assistance, call:

*One Stop Business Permit Center  
(800) 248-4040*

### Local Business Licenses and Permits.

Some municipalities require separate business licenses.

*Contact the local permit and Business  
Development Center*

# OHIO CONTINUED

## Zoning and Building Permits.

Check with the appropriate office to make certain that the proposed use for the building is approved.

*Contact city or county zoning office*

## Wage and Hour, Fair Labor Standards Information.

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

*Ohio Bureau of Employment Services  
Wage and Hour Division,  
145 South Front Street, P.O. Box 1618,  
Columbus, OH 43216-1618  
Phone: (614) 644-2239  
Fax: (614) 728-8639*

*U.S. Department of Labor  
Wage & Hour Division District Office(s):*

*525 Vine Street, Suite 880  
Cincinnati, OH 45202-3268  
Phone: (513) 684-2942  
Fax: (513) 684-2906*

*Federal Office Building Room 817  
1240 East Ninth Street  
Cleveland, OH 44199-2054  
Phone: (216) 522-3892  
Fax: (216) 522-4235*

*200 North High Street Room 646  
Columbus, OH 43215  
Phone: (614) 469-5677  
Fax: (614) 469-5428*

## Information Regarding Support for Business Expansion, Site Location Services, Workforce Development, Finance and Local Economic Development Programs.

*Ohio Small Business Development Center (SBDC)  
77 South High Street, 28th Floor  
Columbus, OH 43216-1001  
Phone: (614) 466-2711 or 800-848-1300  
Fax: (614) 466-0829*

## Information Regarding Business Assistance, Publications and Financing.

*Small Business Administration (SBA)  
2 Nationwide Plaza, #1400  
Columbus, OH 43215  
Phone: (614) 469-6860  
Fax: (614) 469-2391*

## Counseling, training, and managerial assistance for small business owners.

A wide variety of subjects such as marketing, finances, production, and organization. For information regarding the location nearest to you, call:

*Ohio Small Business Development Center (SBDC)  
77 South High Street, 28th Floor  
Columbus, OH 43215  
Phone: (614) 466-2711 or (800) 848-1300  
Fax: (614) 466-0829  
—OR—*

*Ohio Business Information Center  
1720 Euclid Ave.  
Cleveland OH 44115  
Phone: (216) 522-7579  
Fax: (216) 522-2122  
—OR—*

*Minority Business Development Division (MBD)  
77 South High Street, 28th Floor  
Columbus, OH 43215  
Phone: (614) 466-5700 or 800-848-1300  
Fax: (614) 466-4172*

## Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.

*Small Business Administration (SBA)  
2 Nationwide Plaza, #1400  
Columbus, OH 43215  
Phone: (614) 469-6860  
Fax: (614) 469-2391*

**OHIO** CONTINUED**Statistical information on business conditions, economic and demographic information.**

*Center for International Business Education and Research*  
356 Fisher Hall  
2100 Neil Avenue  
Ohio State University  
Columbus, OH 43210-1144  
Phone: (614) 292-0845  
Fax: (614) 688-3688

*Ohio Agricultural Statistics Service*  
P.O. Box 686  
Reynoldsburg, OH 43068  
Phone: (614) 728-2100  
Fax: (614) 728-2206

**Agricultural Resources and Contacts****USDA Rural Development Program Office**

*Ohio Rural Development Office*  
Federal Building, Room 507  
200 North High St.  
Columbus, OH 43215-2477  
Phone: (614) 469-5606  
Fax: (614) 469-5802

**USDA Farm Service Agency**

*Ohio State FSA Office*  
Federal Building, Room 540  
200 North High St.  
Columbus, OH 43215  
Phone: (614) 469-6735  
Fax: (614) 469-2047

**Cooperative Extension**

*Contact your local office; or*  
*Ohio State University Extension*  
Rm. 3 Agricultural Administration Building  
2120 Fyffe Road  
Columbus, OH 43210  
Phone: (614) 292-4067  
Fax: (614) 688-3807

**State Forestry Office**

*Division of Forestry*  
1855 Fountain Sq. Ct. H-1  
Columbus, OH 43224  
Phone: (614) 265-6690  
Fax: (614) 447-9231

**State Department of Agriculture**

*Department of Agriculture*  
65 South Front St.  
Columbus, OH 43215  
Phone: (614) 466-2732  
Fax: (614) 466-6124

**Support for technology transfer, research and development and value added products in natural resources and agriculture**

*Technology Partnership Alliance*  
*Office of Industrial Outreach*  
*Ohio State University*  
1960 Kenny Road, Room 321  
Columbus, OH 43210-1063  
Phone: (614) 292-1315  
Fax: (614) 292-5913

**Organic product information/certification**

*Ohio Ecological Food & Farm Association*  
P.O. Box 82234  
Columbus, OH 43202  
Phone: (614) 294-3663  
Fax: (614) 294-3276

**Direct marketing information resources**

*Ohio Dept. of Agriculture*  
8995 E. Main St.  
Reynoldsburg, OH 43068  
Phone: (614) 752-9816  
Fax: (614) 644-5017

**Organizations involved in sustainable growth and community development issues**

*American Farmland Trust-Ohio Office*  
200 North High St., Room 522  
Columbus, Ohio 43215

# OHIO

CONTINUED

*Phone: (614) 469-9877*

*Fax: (614) 469-2083*

*North Central Regional Center for Rural  
Development*

*Iowa State University*

*108 Curtiss Hall*

*Ames, IA 50011-1050*

*Phone: (515) 294-8321*

*Fax: (515) 294-3180*

# OKLAHOMA

## Business Requirements:

Phone (405) 528-1500 / 1-888-269-5353

Fax: (405) 528-5751

### Determine the legal form of the business.

*Contact an attorney and an accountant.*

### File a trademark or trade name, register a business.

*Secretary of State*

*2300 N. Lincoln Rm 101*

*Oklahoma City, OK 73105*

*Phone: (405) 522-3043*

*Fax: (405) 521-3771*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, VA 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*Oklahoma Tax Commission*

*2501 N. Lincoln*

*Oklahoma City, OK 73194*

*Phone: (405) 521-3212*

*Fax: (405) 521-2035*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Austin, TX 73301*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Phone: (512) 460-7843*

*Fax: (512) 460-8000*

### Register for Workers Compensation Insurance.

*Oklahoma Department of Labor*

*Workers' Compensation Division*

*4001 N. Lincoln Boulevard*

*Oklahoma City, OK 73105-5212*

### Register for Unemployment Insurance.

*Oklahoma Employment Security Division*

*P.O. Box 52003*

*Oklahoma City, OK 73152-2003*

*Phone: (405) 557-0200*

*Fax: (405) 557-7271*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Oklahoma City Area Office*

*420 West Main, Suite 300*

*Oklahoma City, OK 73102*

*Phone: (405) 231-5351*

*Fax: (405) 231-4389*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs*

### Other state licenses and permits.

*Oklahoma Department of Commerce*

*Business Development Division*

*P.O. Box 26980*

*Oklahoma City, OK 73126-0980*

*Phone: (405) 815-6552*

*Fax: (405) 825-5142*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and Planning Administrator*

### Wage and hour, fair labor standards.

*State Department of Labor*

*Wage & Hour Division*

*4001 N. Lincoln*

*Oklahoma City, OK 73105*

*Phone: (405) 528-1500*

*Fax: (405) 528-0954*

# OKLAHOMA CONTINUED

*U.S. Department of Labor  
Wage & Hour Division District Office  
TCBY Building, Suite 725  
425 West Capitol Ave.  
Little Rock, AR 72201  
Phone: (501) 324-5292  
Fax: (501) 324-5129*

## **Statistical information on business conditions, economic and demographic information.**

*Oklahoma Agricultural Statistics Service  
P.O. Box 528804  
Oklahoma City, OK 73152  
Phone: (405) 525-9226  
Fax: (405) 528-2296*

## **Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*Small Business Administration  
210 Park Ave., Ste. 1300  
Oklahoma City, OK 73102  
Phone: (405) 231-5521  
Fax: (405) 231-4876*

## **Counseling, training and managerial assistance for small business owners.**

*Oklahoma Business Information Center  
U.S. Small Business Administration  
UCO Small Business Development Center  
115 Park Avenue  
Oklahoma City, OK 73102  
Phone: (405) 232-2376  
Fax: (405) 232-1967*

## **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Little Dixie Community Action Agency  
502 West Duke Street, Hugo, OK 74743  
Phone: (580) 326-3351  
Fax: (580) 326-2305  
  
Director of Tribal Assistance*

*Oklahoma Department of Commerce  
900 North Stiles  
Oklahoma City, OK 73104-3234  
Phone: (405) 815-5111  
Fax: (405) 815-5163*

## **Minority Business Development Centers:**

*Oklahoma City Northeast, Inc.  
Phone: (405) 235-0415*

*Urban League, Oklahoma City  
Phone: (405) 424-0082*

*Northside Chamber of Commerce, Lawton  
Phone: (800) 246-9547*

*Greenwood Chamber of Commerce, Tulsa  
Phone: (918) 585-2084*

# Agricultural Resources and Contacts

## **USDA Rural Development Program Office**

*Oklahoma Rural Development Office  
100 USDA, Suite 108  
Stillwater, OK 74074  
Phone: (405) 742-1000  
Fax: (405) 742-1005  
TTY/TDD (405) 742-1007*

## **USDA Farm Service Agency**

*Oklahoma State FSA Office  
100 USDA, Suite 102  
Farm Rd. & McFarland St.  
Stillwater, OK 74074-2653  
Phone: (405) 742-1130  
Fax: (405) 742-1177*

## **Cooperative Extension**

*Contact your local office; or  
Oklahoma Cooperative Extension Service  
139 Agriculture Hall  
Oklahoma State University  
Stillwater, OK 74078  
Phone: (405) 744-5398  
Fax: (405) 744-5339*



**OKLAHOMA** CONTINUED**State Forestry Office**

*Oklahoma Dept. of Agriculture  
Forestry Services  
2800 North Lincoln Blvd.  
Oklahoma City, OK 73105  
Phone: (405) 521-3864  
Fax: (405) 522-4583*

**State Department of Agriculture**

*Oklahoma Dept. of Agriculture  
2800 North Lincoln Blvd.  
Oklahoma City, OK 73105-4298  
Phone: (405) 521-3864  
Fax: (405) 521-4912*

**Direct marketing information resources**

*Oklahoma Dept. of Agriculture  
2800 North Lincoln Blvd.  
Oklahoma City, OK 73105  
Phone: (405) 521-3864/ (800) 580-6543  
Fax: (405) 521-4912*

**Organizations involved in sustainable growth and  
community development issues**

*Southern Rural Development Center  
P.O. Box 9656  
Mississippi State, MS 39762  
Phone: (601) 325-3207  
Fax: (601) 325-8915*

# OREGON

## Business Requirements:

Determine the legal form of the business.

Sole proprietorship, corporation or partnership.

*Contact an attorney and an accountant*

Technical assistance, regulatory assistance, tax information, information, state level permits and licenses. Oregon has a "One Stop" business information center which provides technical assistance, regulatory assistance, tax information and information about all state level permits and licenses.

*Business Information Center  
Secretary of State, Corporation Division  
Public Service Building, Suite. 151  
255 Capitol St. NE  
Salem, OR 97310-1327  
Phone: (503) 986-2200*

**Publication:** *Oregon Business Guide and Forms for Registering a Business.*

**Obtain a Federal Employer Identification Number.**

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Ogden, UT 84201*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Fax: (801) 620-7115*

**Register for Workers' Compensation Insurance.**

All businesses with employees must carry this insurance to cover on-the-job injuries.

*Workers' Compensation Division  
350 Winter St. NE, Rm. 21  
Salem OR 97310*

*Phone: (503) 947-7810*

*TTY: (503) 947-7993*

*Infoline: 1-800-452-0288*

**Register for Unemployment Insurance.**

All businesses with employees must carry this insurance in order to protect employees from loss of employment through no fault of their own.

*Employment Department  
605 Cottage Street N.E.  
Salem, OR 97301  
Phone: (503) 378-4824*

**Occupational Safety and Health Administration (OSHA).**

Provides information and inspection regarding safety in the workplace.

*Occupational Safety and Health Administration  
350 Winter St., NE, Room 430  
Salem, OR 97310  
Phone: (503) 378-3272 / 800-922-2689*

**Liability and General Business Insurance.**

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

**Local Business Licenses and Permits.**

Many municipalities require separate business licenses, especially for home based businesses.

*Contact the City or County Clerk*

**Zoning and Building Permits.**

Check with an appropriate office to make certain that the proposed use for the building is approved.

*Contact the local City or County Zoning and Planning Administrator*

**Wage and Hour, Fair Labor Standards.**

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

*Bureau of Labor & Industries  
800 NE Oregon St. #32*

**OREGON** CONTINUED

*Portland, OR 97232*

*Phone: (503) 731-4070*

*U.S. Department of Labor*

*Wage & Hour Division District Office*

*1515 S.W. 15th Ave., Suite 1040*

*Portland, OR 97201-5842*

*Phone: (503) 326-30527*

*Fax: (503) 326-5951*

**Information Regarding Business Start-ups, Employee Training, Industrial Sites, Financing and Local Economic Development Programs.**

*Economic Development Department*

*775 Summer Street N.E.*

*Salem, OR 97301-1280*

*Phone: (503) 986-0123*

**Information Regarding Business Assistance, Publications, Financing, Government Procurement, Surety Bond Guarantees, Minority Small Business Assistance Program, Workshops and Publications.**

*Small Business Administration*

*1515 S.W. Fifth Avenue, Suite 1050*

*Portland, OR 97201*

*Phone: (503) 326-2682*

*Fax: (503) 326-2808*

**Counseling, Training and Managerial Assistance for Small Business Owners.**

A wide variety of subject areas such as marketing, finances, production and organization.

*Oregon Small Business Development Center*

*Network*

*44 West Broadway, Suite. 501*

*Eugene, OR 97401*

*Phone: (541) 726-2250*

*Fax: (541) 345-6006*

*Lundquist Center for Entrepreneurship*

*Charles H. Lundquist College of Business*

*1208 University of Oregon*

*Eugene, OR 97403-1208*

*Phone: (541) 346-3420*

*Fax: (541) 346-3359*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration*

*1515 S.W. Fifth Avenue, Suite 1050*

*Portland, OR 97201*

*Phone: (503) 326-2682*

*Fax: (503) 326-2808*

*SBA/Confed. Tribes of the Warm Springs*

*Economic Development Office*

*1134 Paiupe St.*

*Warm Springs, OR 97761*

*Phone: (541) 553-3592*

*Fax: (541) 553-3593*

*SBA/Confederated Tribes of the*

*Grand Ronde Community*

*9615 Grand Round Road*

*Grand Ronde, OR 97347*

*Phone: (503) 879-2476*

*Fax: (503) 879-2479*

*SBA/The Klamath Tribes*

*34005 Hwy. 97 North*

*P.O. Box 436*

*Chiloquin, OR 97624*

*Phone: (503) 783-2472*

*Fax: (503) 783-3406*

**Statistical information on business conditions, economic and demographic information.**

*Oregon Small Business Development Center*

*44 West Broadway, Suite 501*

*Eugene, OR 97401*

*Phone: (541) 726-2250*

*Fax: (541) 345-6006*

*Oregon Agricultural Statistics Service*

*1220 SW Third Ave Rm 1735*

*Portland, OR 97204*

*Phone: (503) 326-2131*

*Fax: (503) 326-2549*

*Phone: (503) 228-9462*

# OREGON CONTINUED

## Agricultural Resources and Contacts

### USDA Rural Development Program Office

*Oregon Rural Development Program*  
101 SW Main Street, Suite 1410  
Portland, OR 97204  
Phone: (503) 414-3300  
Fax: (503) 414-3386

### USDA Farm Service Agency

*Oregon State FSA Office*  
7620 SW Mohawk  
Tualatin, OR 97062  
Phone: (503) 692-6830  
Fax: (503) 692-8139

### Cooperative Extension

*Contact your local office; or*  
*OSU Extension Service*  
101 Ballard Hall  
*Oregon State University*  
Corvallis, OR 97331-3606  
Phone: (541) 737-2713  
Fax: (541) 737-4423

### State Forestry Office

*Oregon Department of Forestry*  
2600 State Street  
Salem, OR 97310  
Phone: (503) 945-7211  
Fax: (503) 945-7212

### State Department of Agriculture

*Department of Agriculture*  
635 Capitol Street, NE  
Portland, OR 97310-0110  
Phone: (503) 986-4552  
Fax: (503) 986-4552  
Fax: (503) 986-4747

**Support for technology transfer, research and development and value added products in natural resources and agriculture.**

### *Technology Transfer*

1238 University of Oregon  
Riverfront Research Park, Suite 106  
1600 Millrace Dr.  
Eugene, OR 97403  
Phone: (541) 946-6176  
Fax: (541) 346-5215

### Organic product information/certification

*Oregon tilth Certified Organically Grown*  
11535 SW Durham Road, Suite C-1  
Tigard, OR 97224  
Phone: (503) 620-2829  
Fax: (503) 624-1386

### Direct marketing information resources

*Oregon Dept. of Agriculture*  
121 Southwest Salmon, Suite 240  
Portland, OR 97204-2987  
Phone: (503) 229-6734  
Fax: (503) 229-6113

*Oregon State University Extension Service*  
1849 N.W. 9<sup>th</sup> Street  
Corvallis, OR 97330  
Phone: (541) 757-6750  
Fax: (541) 754-1603

*Department of Agricultural and Resource Economics*  
Ballard Extension Hall  
*Oregon State University*  
Corvallis, OR 97331-3601  
Phone: (541) 737-1417  
Fax: (541) 737-2563

### Organizations involved in sustainable growth and community development issues

1,000 Friends of Oregon  
534 Southwest Third Avenue, Suite 300  
Portland, OR 97204

**OREGON** CONTINUED

*Phone: (503) 497-1000*

*Fax: (503) 223-0073*

*American Land Institute*

*534 S.W. Third St. Suite 716*

*Portland, OR 97204*

*Phone: (503) 228-9462*

*Fax: (503) 223-1475*

*Livable Oregon, Inc*

*921 SW Morrison, Suite 508*

*Portland, OR 97205*

*Phone: (503) 222-2182*

*Fax: (503) 222-2359*

*Western Rural Development Center*

*Oregon State University*

*Ballard Extension Hall, Rm. 307*

*Corvallis, OR 97331-3607*

*Phone: (541) 737-3621*

*Fax: (514) 737-1579*

# PENNSYLVANIA

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant.*

### File a trademark or trade name, register a business.

*Secretary of State - Corporation Bureau  
308 N. Office Bldg  
North St. & Commonwealth Ave.  
Harrisburg, PA 17120-0029  
Phone: (717) 787-1057  
Fax: (717) 783-2244*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*PA Department of Revenue  
1133 Strawberry Square  
Harrisburg, PA 17128-1100  
Phone: (717) 787-8201  
TDD: (800) 447-3020*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Philadelphia, PA 19255*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (215) 516-6999  
Fax: (215) 516-3990*

### Register for Workers Compensation Insurance.

*Dept. of Labor and Industry  
Workers Compensation*

*1171 S. Cameron St. Room 103  
Harrisburg, PA. 17104-2501  
Phone: (717) 772-3702*

### Register for Unemployment Insurance.

*Dept. of Labor and Industry  
Employers' Charge Section  
Labor & Industry Building 74  
Harrisburg, PA 17121-0001  
Phone: (717) 783-7107  
Fax (717) 772-0398*

### Occupational Safety and Health Administration (OSHA).

*Regional Office  
Gateway Building, Suite 2100  
3535 Market Street  
Philadelphia, PA 19104  
Phone: (215) 861-4900  
Fax: (215) 596-4872*

*Call for the location of the office in your area.*

### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs.*

### Other state licenses and permits.

*Pennsylvania Department of Environmental  
Protection  
Small Business Ombudsman  
15th Floor, Rachel Carson State Office Building  
P.O. Box 8772  
Harrisburg, PA 17105-8772  
Telephone: (717) 772-5942  
Fax: (717) 783-2703*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact local city or county government.*

### Wage and hour, fair labor standards.

*Bureau of Labor Law Compliance*

**PENNSYLVANIA** CONTINUED

Rm. 1301, 7th & Forster Sts.

Harrisburg, PA 17120

Phone: (717) 7874763

Fax: (717) 787-0517

U.S. Department of Labor

Wage & Hour Division District Office

U.S. Custom House

Second & Chestnut Streets, Room 400

Philadelphia, PA 19106

Phone: (215) 597-4950

Fax: (215) 597-4949

1000 Liberty Avenue Room 313

Pittsburgh, PA 15222

Phone: (412) 395-4996

Fax: (412) 395-5772

Stegmaier Bldg., Suite 373-M

7 N. Wilkes-Barre Blvd.

Wilkes-Barre, PA 18702

Phone: (717) 826-6316

Fax: (717) 821-4186

**Statistical information on business conditions, economic and demographic information.**

Pennsylvania Agricultural Statistics Service

2301 North Cameron Street, Rm 319

Harrisburg, PA 17110-9405

Phone: (570) 826-6316

Fax: (570) 782-4011

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

Small Business Administration

District Offices:

Philadelphia Office

900 Market St., 5th Floor

Philadelphia, PA 19107

Phone: (215) 580-2722

Fax: (215) 580-2762

Pittsburgh Office

1301 Grandview Ave., Suite 400

Pittsburgh, PA 15211-4004

Phone: (412) 395-6560

Fax: (412) 928-9591

**Counseling, training and managerial assistance for small business owners.**

Entrepreneurial Assistance Office

Room 357 Forum

Building, Harrisburg, PA 17120

Phone: (800) 280-3801

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

Women's Business Development Center

1315 Walnut Street, Suite 1116

Philadelphia, PA 19107-4711

Phone: (215) 790-9232

Fax: (215) 790-9231

Pennsylvania/New Jersey

One Stop Capital Shop

The Small Business Support Center

1315 Walnut Street

Philadelphia, PA 19107

Phone: (215) 790-5005

Fax: (215) 790-5016

Keystone Opportunity Zones

Department of Community and Economic Development

Room 318 Forum Bldg

Harrisburg PA 17120

Phone: (717) 787-3405

Fax: (717) 787-4088

Minority Business Advocate

354 Forum Building

Harrisburg, PA 17120

Telephone: (717) 787-9147

Fax: (717) 234-4560

Women's Business Advocate

354 Forum Building

Harrisburg, PA 17120

Telephone: (717) 787-3339

Fax: (717) 234-4560

# PENNSYLVANIA CONTINUED

## Agricultural Resources and Contacts

### USDA Rural Development Program Office

*Rural Development State Office  
One Credit Union Place, Suite 330  
Harrisburg, PA 17110-9408  
Phone: (717) 237-2188  
Fax: (717) 237-2191  
TDD: (717) 237-2261*

### USDA Farm Service Agency

*Pennsylvania State FSA Office  
One Credit Union Place, Suite 320  
Harrisburg, PA 17110-2994  
Phone: (717) 237-2113  
Fax: (717) 237-2149*

### Cooperative Extension

*Contact your local office; or  
Penn State Cooperative Extension & Outreach  
217 Agricultural Administration Bldg.  
University Park, PA 16802  
Phone: (814) 863-3438  
Fax: (814) 863-7905*

### State Forestry Office

*Bureau of Forestry  
P.O. Box 8552  
Harrisburg, PA 17105-8552  
Phone: (717) 787-2703  
Fax: (717) 783-5109*

### State Department of Agriculture

*Pennsylvania Dept. of Agriculture  
Bureau of Market Development  
2301 N. Cameron St.  
Harrisburg, PA 17110-9408  
Phone: (717) 787-4210*

### Organizations involved in sustainable growth and community development issues

*Chesapeake Bay Foundation  
9 State Circle*

*Annapolis, MD 21401  
Phone: (410) 268-7742  
Fax: (410) 263-8648*

*Center for Chesapeake Communities  
209 West Street, Suite 201  
Annapolis, MD 21401  
Phone: (410) 267-8595/ (800) 826-5359  
Fax: (410) 267-8597*

*Schuylkill Watershed Initiative  
1211 Chesnut Street, Suite 900  
Philadelphia, PA 19107  
Phone: (215) 563-7860  
Fax: (215) 563-0528*

*Pennsylvania Environmental Council  
1211 Chesnut Street, Suite 900  
Philadelphia, PA 19107  
Phone: (215) 563-0250*

*Northeast Regional Center for Rural Development  
Pennsylvania State University  
7 Armsby Building  
University Park, PA 16802-5600  
Phone: (814) 863-4656  
Fax: (814) 863-0586*



# RHODE ISLAND

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant.*

### File a trademark or trade name, register a business.

*Secretary of State: Notary/Trademarks  
100 N. Main, Providence, RI 02903  
Phone: (401) 222-1487  
Fax: (401) 222-3879  
TDD: (401) 222-2311*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*Tax Administrator  
Division of Taxation  
One Capitol Hill  
Providence, RI 02908-5800  
Phone: (401) 222-3050*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Andover, MA 05501*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (978) 474-9717  
Fax: (978) 474-9774*

### Register for Workers Compensation Insurance.

*Rhode Island Dept. of Labor & Training  
610 Manton Ave.  
PO Box 3500  
Providence, RI 02909  
Phone: (401) 457-1800  
Fax: (401) 222-2127*

### Register for Unemployment Insurance.

*Dept. of Labor and Training  
Unemployment Insurance Program  
General Mail Call Center  
P.O. Box 6787  
Providence, RI 02940  
Phone: (401) 243-9137  
Fax: (401) 724-5374*

### Occupational Safety and Health Administration (OSHA).

*OSHA - Providence Area Office  
Federal Office Building  
380 Westminster St. Room 543  
Providence, RI 02903  
Phone: (401) 528-4669  
Fax: (401) 528-4663*

### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs.*

### Other state licenses and permits.

*First Stop Business Center  
100 North Main Street  
Providence, RI 02903  
Phone: (401) 222-2185  
Fax (401) 222-3890*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and  
Planning Administrator*

### Wage and hour, fair labor standards.

*Dept. of Administration / Division of Taxation  
Employer Tax Section  
1 Capital Hill, St. 36  
Providence, RI 02098-5829  
Phone: (401) 222-3521  
Fax: (401) 222-3694*

## RHODE ISLAND CONTINUED

*U.S. Department of Labor  
Wage & Hour Division District Office  
135 High Street, Room 310  
Hartford, CT 06103  
Phone: (860) 240-4160  
Fax: (860) 240-4029*

### **Statistical information on business conditions, economic and demographic information.**

*Rhode Island Economic Development Corp.  
Research Division  
One West Exchange St.  
Providence RI 02903  
Phone: (401) 222-2601  
Fax: (401) 222-2102*

*New England Agricultural Statistics Service  
22 Bridge Street, 3rd Floor  
P.O. Box 1444  
Concord, NH 03302-1444  
Phone: (603) 224-9639  
Fax: (603) 225-1434*

### **Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*U.S. Small Business Administration  
Business Information Center  
380 Westminster Mall, Rm 511  
Providence, RI 02903  
Phone: (401) 528-4688  
Fax: (401) 528-4539*

### **Counseling, training and managerial assistance for small business owners.**

*Rhode Island Small Business  
Development Center  
Bryant College  
1150 Douglas Pike  
Smithfield, RI 02917-1284  
Phone: (401) 232-6111  
Fax: (401) 232-6933*

*Enterprise Community Center  
550 Broad Street  
Providence RI 02907  
Phone: (401) 272-1086  
Fax: (401) 272-1186*

### **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*State of Rhode Island  
Minority Business Enterprise  
Department of Administration  
One Capitol Hill, 3rd floor  
Providence, RI 02908-5855  
Phone: (401) 222-6670  
Fax: (401) 222-6391*

*Enterprise Zone & Mill Building  
Revitalization Programs  
RI Economic Development Corporation  
One West Exchange Street  
Providence, RI 02903  
Phone: (401) 222-2601  
Fax: (401) 222-2102*

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program Office**

*Rhode Island Rural Development State Office  
451 West Street  
Amherst, MA 01002  
Phone: (413) 253-4302  
Fax: (413) 253-4347*

### **USDA Farm Service Agency**

*Rhode Island State FSA Office  
60 Quaker Lane  
West Bay Office Complex, Rm. 40  
Warwick, RI 02886  
Phone: (401) 828-8232  
Fax: (401) 528-5206*

**RHODE ISLAND** CONTINUED**Cooperative Extension**

*Contact your local office; or*  
*URI Cooperative Extension Service*  
*70 Lower College Rd.*  
*Kingston, RI 02881*  
*Phone: (401) 874-7869*  
*Fax: (401) 874-4272*

**State Forestry Office**

*Division of Forest Environment*  
*1037 Hartford Pike*  
*North Scituate, RI 02857*  
*Phone: (401) 647-3367*  
*Fax: (401) 647-3590*

**State Department of Agriculture**

*Office of Agriculture*  
*Room 370*  
*235 Promenade St.*  
*Providence, RI 02908-5767*  
*Phone: (401) 222-2781*  
*Fax: (401) 222-6047*

*Rhode Island School of Technology*  
*Transfer Center*  
*1130 Ten Rod Road*  
*Suites E-307/8*  
*North Kingstown, RI 02852*  
*Phone: (401) 294-4400*  
*Fax: (401) 294-4220*

**Organic product information/certification**

*Rhode Island Department of the Environment*  
*22 Hayes St.*  
*Providence, RI 02908-5025*  
*Pone: (401) 277-2781*

*Northeast Organic Farming Association*  
*Rhode Island Chapter*  
*P.O. Box 29174*  
*Providence, RI 02909-9998*  
*Phone: (401) 274-4547*  
*Fax: (401) 273-5712*

**Direct marketing information resources**

*Rhode Island Dept. of Agriculture*  
*235 Promenade Street*  
*Providence, RI 02908*  
*Phone: (401) 222-2781*  
*Fax: (401) 222-6047*

**Organizations involved in sustainable growth and community development issues**

*Smart Growth Rhode Island*  
*345 South Main St.*  
*Providence, RI 02903*  
*Phone: (401) 273-5711*  
*Fax: (401) 331-1659*

*Northeast Regional Center for Rural development*  
*Pennsylvania State University*  
*7 Armsby Building*  
*University Park, PA 16802-5600*  
*Phone: (814) 863-4656*  
*Fac: (814) 863-0586*

*Sierra Club/ Rhode Island Chapter*  
*10 Abbott Park Place, 4<sup>th</sup> Floor*  
*Providence, RI 02903-3700*  
*Phone: (401) 521-4734*  
*Fax: (401) 331-5266*

# **SOUTH CAROLINA**

## **Business Requirements:**

### **Determine the legal form of the business.**

*Contact an attorney and an accountant.*

### **File a trademark or trade name, register a business.**

*Secretary of State's Office  
1205 Pendleton St., Suite 525  
Columbia, SC 29201  
P.O. Box 11350 (29211)  
Phone: (803) 734-2170  
Fax: (803) 734-2164*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, VA 22202-3513  
Phone: (703) 308-9000*

### **Identify state tax requirements.**

*Taxpayer Service Centers  
P.O. Box 125 Columbia, SC 29214  
Phone: (803) 898-5406*

### **Obtain a Federal Employers Identification Number.**

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Memphis, TN 37501*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Fax: (901) 546-3910*

### **Register for Workers Compensation Insurance.**

*South Carolina Workers' Comp. Commission  
1612 Marion Street  
P.O. Box 1715  
Columbia, SCa 29202  
Phone: (803) 737-5716*

*Fax: (803) 737-5768*

*Register for Unemployment Insurance.  
S. C. Employment Security Commission  
Unemployment Insurance Division  
1550 Gadsden Street  
Columbia, SC 29201  
Phone: (803) 737-3070  
Fax: (803) 737-2659*

### **Occupational Safety and Health Administration (OSHA).**

*Division of Labor  
Office of OSHA Voluntary Programs  
South Carolina Department of Labor, Licensing  
and Regulation  
3600 Forest Drive, P.O. Box 11329  
Columbia, SC, 29211-1329  
Phone: (803) 734-9599  
Fax (803) 734-9741*

### **Liability and general business insurance.**

*Contact a local insurance agent for your business  
insurance needs.*

### **Other state licenses and permits.**

*South Carolina Department of Labor, Licensing &  
Regulation  
110 Centerview Drive, Koger Office Park,  
Interstate 20 and Bush River Road,  
P.O. Box 11329  
Columbia, SC 29211-1329  
Phone: (803) 896-4300  
Fax: (803) 896-4393*

### **Local business licenses and permits.**

*Contact the local City or County Clerk*

### **Zoning and building permits.**

*Contact the local City or County Zoning and  
Planning Administrator*

### **Wage and hour, fair labor standards.**

*Office of Labor Services  
3600 Forest Drive*

P.O. Box 11329  
Columbia, SC 29211-1329  
Phone: (803) 734-9603

U.S. Department of Labor  
Wage & Hour Division District Office  
Federal Building  
1835 Assembly Street, Room 1072  
Columbia, SC 29201-2449  
Phone: (803) 765-5981  
Fax: (803) 253-3003

**Statistical information on business conditions, economic and demographic information.**

South Carolina Budget & Control Board  
Office of Research and Statistics  
1000 Assembly St. Rm. 425  
Columbia, SC 29201  
Phone: (803) 734-3793  
Fax: (803) 734-3619

South Carolina Agricultural Statistics Service  
Room 1008, 1835 Assembly Street  
Columbia, SC 29201  
Phone: (803) 765-5333 / (800) 424-9406  
Fax: (803) 765-5310

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

Small Business Administration District Office  
1835 Assembly St., Room 358  
Columbia, SC 29201  
Phone: (803) 765-5377  
Fax: (803) 765-5962

**Counseling, training and managerial assistance for small business owners.**

SBA/NationsBank/MBDA/  
BellSouth/College of Charleston  
Small Business Resource Center  
284 King Street  
Charleston, SC 29401  
Phone: (843) 853-3900  
Fax: (843) 853-2529

## **SOUTH CAROLINA** CONTINUED

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

Center for Women Entrepreneurs  
Columbia College of South Carolina  
1301 Columbia College Drive  
Columbia, SC 29203  
Phone: (803) 786-3582  
Fax: (803) 786-3804

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program Office**

South Carolina Rural Development Office  
Strom Thurmond Federal Building  
1835 Assembly Street, Room 1007  
Columbia, SC 29201  
Phone: (803) 765-5163  
TTY/TDD: (803) 765-5697  
Fax: (803) 765-5633

### **USDA Farm Service Agency**

South Carolina State FSA Office  
1927 Thurmond Mall, Suite 100  
Columbia, SC 29201-2375  
Phone: (803) 806-3820  
Fax: (803) 806-3839

### **Cooperative Extension**

Contact your local office; or  
Clemson Extension Service  
103 Barre Hall  
Clemson University  
Clemson, SC 29634  
Phone: (864) 656-3851/ 3382  
Fax: (864) 656-5819

### **State Forestry Office**

South Carolina Forestry Commission  
P.O. Box 21707  
Columbia, SC 29221  
Phone: (803) 896-8800  
Fax: (803) 798-8097

# **SOUTH CAROLINA** CONTINUED

## **State Department of Agriculture**

*South Carolina Department of Agriculture*

*P.O. Box 11280*

*Columbia, SC 29211*

*Phone: (803) 734-2210*

## **Organic product information/certification**

*Carolina Farm Stewardship Association*

*P.O. Box 448*

*Pittsboro, NC 27312*

*Phone: (919) 542-2402*

*Fax: (919) 542-7401*

## **Direct marketing information resources**

*South Carolina Dept. of Agriculture*

*P.O. Box 11280*

*Columbia, SC 29211*

*Phone: (803) 734-2210*

*Fax: (803) 734-2192*

## **Organizations involved in sustainable growth and community development issues**

*Southern Rural Development Center*

*P.O. Box 9656*

*Mississippi State, MS 39762*

*Phone: (601) 325-3207*

*Fax: (601) 325-8915*

# SOUTH DAKOTA

## Business Requirements:

**Contact the South Dakota Governor's Office of Economic Development (GOED).**

Request the GOED Start Up Kit. Each kit is customized with the appropriate federal, state and local forms and information needed to start your business, including most of the items listed here.

*Small Business Development Center  
414 E Clark Street  
Vermillion, SD 57069  
Phone: 605-677-5287*

The GOED also provides referrals and information regarding state and federal assistance programs and business incentives available statewide, including counseling, training and managerial assistance.

**Determine the Legal Structure of the Business.**

*Consult the Start Up Kit, an attorney and/or an accountant*

**Register a Trade Name for a Sole Proprietorship or General Partnership.**

*Contact your local county Register of Deeds*

**File the Proper Paperwork for a Corporation, Limited Liability Company, Limited Liability Partnership or a Trademark.**

*Secretary of State  
Capitol Building, Suite 204  
500 East Capitol Avenue  
Pierre, SD 57501-5070  
Phone: Corporations: (605) 773-4845;  
Trademarks: (605) 773-5666  
Fax: Corporations: (605) 773-4550; Trademarks  
(605) 773-6580  
<http://www.state.sd.us/state/executive/sos/sos.html>*

**Obtain a Sales Tax License.**

If your business will sell, rent or lease tangible products or if you rent accommodations for less than 30 days, you must obtain a sales tax license.

*Department of Revenue*

*Business Tax Division*

*445 E. Capitol Avenue*

*Pierre, SD 57501*

*Phone: (800) 829-9188*

*<http://www.state.sd.us/revenue/>*

**Obtain a Local Sales Tax License.**

Some local municipalities require a local sales tax license in addition to the state license.

*Contact the local City Clerk*

**Obtain a Federal Employer Identification Number (FEIN).**

All businesses except sole proprietors with no employees must obtain a FEIN. It is used to report all federal payroll taxes on employees as well as business income. Complete the Application for Employer Identification (Form SS4).

*Internal Revenue Service*

*115 4th Avenue SE829-1040*

*Aberdeen, SD 57401*

*Phone: 800-829-1040*

**Register for Unemployment Insurance.**

All businesses with employees must pay unemployment insurance to protect employees who lose their jobs through no fault of their own.

*Unemployment Insurance Tax Division*

*P.O. Box 4370*

*Aberdeen, SD 57402*

*Phone: 605-622-2311*

**Register for Workers' Compensation Insurance.**

Worker's compensation insurance must be obtained to cover all employees, excluding working corporate officers.

*Contact a private insurance carrier*

*—OR—*

*Division of Labor Management*

*Kneip Building*

*700 Governor's Drive*

*Pierre, SD 57501-2291*

*Phone: 605-773-3681*

*Fax: (605) 773-4211*

## SOUTH DAKOTA CONTINUED

### **Obtain Information Regarding Workplace Safety and Inspection Requirements.**

*Occupational Safety and Health Administration  
(OSHA)  
220 Rosser Avenue  
Bismark, ND 58501  
Phone: 701-250-4521*

### **Other Federal Licenses and Permits.**

Many occupations and businesses require specific licenses or permits.

*Contact the GOED*

### **Local Licenses and Permits.**

Many local governments require separate local licenses, permits and have zoning restrictions that apply to all businesses including home-based businesses.

*Contact the City or County Clerks Local Zoning and Planning office*

### **Information regarding business financing, employee training, industrial sites and local economic development programs.**

*Commissioner, Governor's Office of Economic Development (GOED)  
711 E. Wells  
Pierre, SD 57501  
Phone: (605) 773-5032  
Fax: (605) 773-3265  
<http://GOEDINFO@GOED.STATE.SD.US>*

### **Wage and Hour, Fair Labor Standards.**

Nearly all businesses are subject to federal and state minimum wage, overtime, and child labor regulations.

*South Dakota Department of Labor  
700 Governor's Drive  
Pierre, SD 57501-2291  
Phone: 605-773-3101  
—AND—*

*U.S. Department of Labor  
Wage & Hour Division District Office  
1801 California St. Suite 935  
Denver, CO 80202*

*Phone: (303) 844-4405*

*Fax: (303) 844-5532*

### **Federal Assistance Available.**

Information regarding business assistance, publications and financing.

*Small Business Administration  
110 S. Phillips Avenue, Suite 200  
Sioux Falls, SD 57104-6727  
Phone: 605-330-4231  
Fax: (605) 330-4215*

### **Counseling, training and managerial assistance for small business owners.**

*Small Business Development Centers  
University of South Dakota  
School of Business  
414 E. Clark  
Vermillion, SD 57069  
Phone: (605) 677-5287*

*South Dakota Business Information Center  
West River Service Center  
444 North Mt. Rushmore Road, Suite 204  
Rapid City, SD 57701  
Phone: (605) 394-1708  
Fax: (605) 394-6140*

### **Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration  
110 S. Phillips, Suite 200  
Sioux Falls, SD 57102  
Phone: (605) 330-4231  
Fax: (605) 330-4215*

*Watertown Area Career Learning Center  
The Entrepreneur Network for Women  
120 28th Ave. SE  
P. O. Box 81  
Watertown, SD 51201  
Phone: (605) 882-5080  
Fax: (605) 882-5069*

### **Tribal Business Information Centers (TBIC's)**



**SOUTH DAKOTA** CONTINUED

*Rosebud Sioux  
Sinte Gieska University  
P.O. Box 8  
East Highway 18  
Business Building  
Mission, SD 57555  
Phone: (605) 856-4039  
Fax: (605) 856-4051*

*The Lakota Fund  
Oglala Sioux  
PO Box 340  
Lakota Trade Center  
Kyle, SD 57752  
Phone: (605) 455-2500  
Fax: (605) 455-2585*

*Cheyenne River Sioux  
Teton Mall  
Main Street and U.S. 212  
P.O. Box 590  
Eagle Butte, SD 57625  
Phone: (605) 964-8242  
Fax: (605) 964-8243*

**Statistical information on business conditions, economic and demographic information.**

*Business Research Bureau  
University of South Dakota  
414 E. Clark Street  
Vermillion, S.D. 57069-2390  
Phone: (605) 677-5287  
Fax: (605) 677-5427*

*South Dakota Agricultural Statistics Service  
3528 S. Western Avenue  
Sioux Falls, SD 57105  
Phone: (605) 330-4235 / (800) 338-2557  
Fax: (605) 330-4379*

**Agricultural Resources and Contacts**

**USDA Rural Development Program Office**  
*South Dakota Rural Development Office*

*200 4<sup>th</sup> St. SW  
Federal Building, Romm 210  
Huron, SD 57350  
Phone: (605) 352-1100  
Fax: (605) 352-1146*

**Cooperative Extension**

*Contact your local office; or  
South Dakota Cooperative Extension Service  
Rm. 154 Ag Hall  
P.O. Box 2207D\  
Brookings, SD 57007-9988  
Phone: (605) 688-4792  
Fax: (605) 688-6347*

**State Forestry Office**

*Forestry and Natural Resource Management  
Foss Building  
523 E. Capitol Ave.  
Pierre, SD 57501  
Phone: (605) 773-3623  
Fax: (605) 773-5926*

**Support for technology transfer, research and development and value added products in natural resources and agriculture**

*University Industry Technology Service  
2220 Harding Hall  
South Dakota State University  
Brookings, SD 57007  
Phone: (605) 688-4184  
Fax: (605) 688-5990*

**Direct marketing information resources**

*South Dakota Dept. of Agriculture  
523 Capitol Ave.  
Pierre, SD 57501  
Phone: (605) 773-5436  
Fax: (605) 773-3481*

**Organizations involved in sustainable growth and community development issues**

*North Central Regional Center for Rural  
Development*

# **SOUTH DAKOTA** CONTINUED

*Iowa State University*

*108 Curtiss Hall*

*Ames, IA 50011-1050*

*Phone: (515) 294-8321*

*Fax: (515) 294-3180*

# TENNESSEE

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant.*

### File a trademark or trade name, register a business.

*Tennessee Department of State*

*505 Deaderick St.*

*Nashville, TN 37243*

*Phone: (615) 741-0531*

*Fax: (615) 741-7310*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, Virginia 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*Dept. of Revenue*

*500 Deaderick St.*

*Nashville, TN 37242*

*Phone: (615) 741-2594*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Memphis, TN 37501*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Fax: (901) 546-3910*

### Register for Workers Compensation Insurance.

*Tennessee Dept. of Labor*

*Workers' Compensation Division*

*710 James Robertson Parkway*

*Nashville, TN 37243*

*Phone: (615) 741-2395 / 1-800-332-2667 (TN)*

### Register for Unemployment Insurance.

*Tennessee Dept. of Employment Security*

*500 James Robertson Parkway*

*Davy Crockett Tower-11th Floor*

*Nashville, Tennessee 37245-1200*

*Phone: (615) 741-2131 / 1-800-576-3467 (TN)*

### Occupational Safety and Health Administration (OSHA).

*OSHA Consultative Services*

*Tennessee Department of Labor*

*710 James Robertson Parkway, 3rd Floor*

*Nashville, Tennessee 37243-0659*

*Phone: (615) 741-7036*

*Fax: (615) 532-2997*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs.*

### Other state licenses and permits.

*Tennessee Career Centers*

*Office of Workforce Development*

*Andrew Johnson Tower, 8th Floor*

*710 James Robertson Parkway*

*Nashville, TN 37243*

*Phone: (615) 253-1324*

*Fax: (615) 253-1329*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and Planning Administrator*

### Wage and hour, fair labor standards.

*U.S. Department of Labor*

*Wage & Hour Division District Office*

*1321 Murfreesboro Pike Suite 511*

*Nashville, TN 37217-2626*

*Phone: (615) 781-5343*

# TENNESSEE CONTINUED

**Statistical information on business conditions, economic and demographic information.**

*Tennessee Dept. of Economic &  
Community Development  
Office of Industrial Research  
8th Floor, Rachel Jackson Building,  
326 Sixth Ave. N 8th Floor  
Nashville, Tennessee 37243-0405  
Phone: (615) 532-1912  
Fax: (615) 741-7306*

*Tennessee Agricultural Statistics Service  
Ellington Agricultural Center  
P.O. Box 41505  
Nashville, TN 37204-1505  
Phone: (615) 781-5300 / (800) 626-0987  
Fax: (615) 781-5303*

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*U.S. Small Business Administration  
Nashville District Office  
50 Vantage Way, Suite 201  
Nashville, TN 37228  
Phone: (615) 736-5881  
Fax: (615) 736-7232*

**Counseling, training and managerial assistance for small business owners.**

*Tennessee Business Information Center  
SBA/NationsBank/MBDA  
Small Business Resource Center  
3401 West End Avenue, Suite 110  
Nashville, TN 37203  
Phone: (615) 749-4000  
Fax: (615) 749-3685*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*National Assn. for Women Business Owners -  
Nashville Chapter (NAWBO)  
1112 8th Ave. South  
Nashville, TN 37203*

*Phone: (615) 248-3474  
Fax: (615) 256-2706*

*Office of Office of Small & Minority Business  
320 6th Avenue North, 7th Floor  
Rachel Jackson Building  
Nashville, TN 37243-0405  
Phone: (615) 741-2545  
Fax: (615) 532-8715*

## Agricultural Resources and Contacts

### USDA Rural Development Program Office

*Tennessee Rural Development Office  
3322 West End Avenue, Suite 300  
Nashville, Tennessee 37203  
Phone: (615) 783-1300/ (800) 342-3149  
Fax: (615) 783-1301*

### USDA Farm Service Agency

*Tennessee State FSA Office  
U.S. Courthouse, Room 579  
801 Broadway  
Nashville, TN 37203-3816  
Phone: (615) 736-5124  
Fax: (615) 736-7801*

### Cooperative Extension

*Contact your local office; or  
UT Agriculture Extension Service  
Dean's Office  
121 Morgan Hall  
Knoxville, TN 37901-1071  
Phone: (423) 974-7114  
Fax: (423) 974-1068*

### State Forestry Office

*Tennessee Dept. of Agriculture  
Division of Forestry  
P.O. Box 40627  
Melrose Station  
Nashville, TN 37204  
Phone: (615) 837-5520  
Fax: (615) 837-5003*

**TENNESSEE** CONTINUED**State Department of Agriculture**

*Tennessee Dept. of Agriculture  
Ellington Agricultural Center  
P.O. Box 40627  
Nashville, TN 37204  
Phone: (615) 837-5103  
Fax: (615) 837-5333*

**Organic product information/certification**

*Tennessee Land Stewardship Association  
450 Davidson Chapel Lane  
Bloomington Springs, TN 38545  
Phone: (931) 653-4402  
Fax: (615) 837-5194*

**Direct marketing information resources**

*Tennessee Dept. of Agriculture  
Division of Marketing  
P.O. Box 40627  
Nashville, TN 37204  
Phone: (615) 837-5160  
Fax: (615) 837-5194*

**Organizations involved in sustainable growth and  
community development issues**

*The Conservation Fund  
Tennessee Greenways Program  
2704 12<sup>th</sup> Ave. South  
Nashville, TN 37204  
Phone & Fax: (615) 386-3171*

*Sierra Club- Tennessee Chapter  
2408 Belmont Blvd., Apt. A3  
Nashville, TN 37217-5504  
Phone: (615) 298-5154*

*Southern Rural Development Center  
P.O. Box 9656  
Mississippi State, MS 39762  
Phone: (601) 325-3207  
Fax: (601) 325-8915*

# TEXAS

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant.*

### File a trademark or trade name, register a business.

*Corporations Section, Secretary of State  
1019 Brazos, Austin, Texas 78701  
P.O Box 13697 (78711-3697)  
Phone: (512) 463-5555  
Fax: (512) 463-5709*

*U.S. Patent and Trademark Office  
Trademark Assistance Center  
2900 Crystal Drive, Room 4B10  
Arlington, Virginia 22202-3513  
Phone: (703) 308-9000*

### Identify state tax requirements.

*Comptroller of Public Accounts  
Capitol Station  
Austin, Texas 78714-0100  
Phone: (512) 463-4600 / (800) 252-55552*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Austin, TX 73301*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (512) 460-7843  
Fax: (512) 460-8000*

### Register for Workers Compensation Insurance.

*Workers' Compensation Commission  
Southfield Building  
4000 S. Interstate Highway 35 South  
Austin, TX 78704  
Phone: (512) 448-7900 / (800) 252-7031 9*

### Register for Unemployment Insurance.

*Texas Workforce Commission  
Tax Department  
101 East 15th Street  
Austin, Texas 78778  
Phone: (512) 463-2699*

### Occupational Safety and Health Administration (OSHA).

*Regional Office  
525 S. Griffin Street, Room 602  
Dallas, Texas 75202  
Phone: (214) 767-4731  
Fax: (214) 767-4137*

*Call for the location of the office in your area*

### Liability and general business insurance.

*Contact a local insurance agent for your business  
insurance needs.*

### Other state licenses and permits.

*Texas Department of Economic Development  
1700 North Congress, SFA Building  
Austin, TX 78711  
Phone: (512) 936-0100*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and  
Planning Administrator*

### Wage and Hour, fair labor standards:

*U.S. Department of Labor  
Wage & Hour Division District Office(s):*

*A. Maceo Smith Federal Building, Room 507  
525 South Griffin Street  
Dallas, TX 75202-5007  
Phone: (214) 767-6294  
Fax: (214) 767-3839*

*South Bldg., Suite 202  
9990 Richmond Ave.  
Houston, TX 77042-4546  
Phone: (713) 339-5500  
Fax: (713) 339-5590*

**TEXAS** CONTINUED

*Northchase I Office Bldg.  
10127 Morocco, Suite 140  
San Antonio, TX 78216  
Phone: (210) 308-4515  
Fax: (210) 308-4518*

**Statistical information on business conditions, economic and demographic information.**

*Texas Agricultural Statistics Service  
P.O. Box 70  
Austin, TX 78767  
Phone: (512) 916-5581  
Fax: (512) 916-5956*

**Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.**

*U.S. Small Business Administration  
Houston District Office  
9301 Southwest Freeway, Suite 365  
Houston, Texas 77074-1591  
Phone: (713) 773-6542  
Fax: (713) 773-6550*

**Counseling, training and managerial assistance for small business owners.**

*SBA/Greater El Paso Chamber of Commerce  
Business Information Center  
10 Civic Center Plaza  
El Paso, TX 79901  
Phone: (915) 534-0531  
Fax: (915) 534-0513*

*U.S. Small Business Administration/  
Fort Worth Business Assistance Center  
Suite 400  
Fort Worth, TX 76102  
Phone: (817) 871-6001  
Fax: (817) 871-6031*

**Small Business Development Centers**

*Northwest Texas Small Business Development  
Center  
2579 South Loop 289, Suite 114, Lubbock, Tx.  
79423*

*Phone: (806) 763-2066  
Fax: (806) 745-6207*

*North Texas Small Business Develop. Center  
1402 Corinth Street, Dallas, TX 75215  
Phone: (214) 860-5778  
Fax: (214) 860-5813*

*South Texas Border Small Business Development  
Center  
1222 North Main Ave., Suite 712  
San Antonio, TX 78212  
Phone: (210) 458-2746  
Fax: (210) 458-2464*

*Southeast Texas Small Business Development  
Center  
1100 Louisiana, Suite 500, Houston, TX 77002  
Phone: (713) 752-8473  
Fax: (713) 756-1515*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Texas Center for Women's Business  
Entrepreneurs  
Two Commodore Plaza, 13th Floor  
206 East 9th Street, Suite 13.140  
Austin, TX 78701  
P. O. Box 340219 (78734-0219)  
Phone: (512) 261-8525 / (512) 499-3083  
Fax: (512) 261-8525 (same as phone); or  
(512) 499-6397*

*North Texas Women's Business Development  
Center Inc. (NTWBDC)  
1402 Corinth Street, Suite 1536  
Dallas, TX 75215-2111  
Phone: (214) 428-1177  
Fax: (214) 428-4633  
North Texas Women's Business Development  
Center Inc. (NTWBDC)  
Online Women's Business Center  
1402 Corinth Street, Suite 209  
Dallas, TX 75215-2111  
Phone: (214) 678-9964  
Fax: (214) 565-7883*

# TEXAS CONTINUED

*Rio Grande EZ One Stop Capital Shop*  
 2412 South Clossner  
 Edinburg, Texas 78539  
 Phone: (956) 316-2610  
 Fax: (956) 316-2612

*General Store One Stop Capital Shop*  
 5330 Griggs Road  
 Houston, TX 77021  
 Phone: (713) 643-8000  
 Fax: (713) 643-8193

1700 Congress, Austin, TX 78701  
 P.O. Box 12847, Austin, TX 78711  
 Phone: (512) 463-7476

## Organic product information/certification

*Texas Department of Agriculture*  
 P.O. Box 12847  
 Austin, TX 78711  
 Phone: (512) 475-1641  
 Fax: (512) 463-8225  
 (State Certification Program)

## Agricultural Resources and Contacts

### USDA Rural Development Program Office

*Texas Rural Development Office*  
 101 South Main, Suite 102  
 Temple, Texas 76501  
 Phone: (254) 742-9710  
 Fax: (254) 742-9712  
 TDD: (254) 742-9709

### USDA Farm Service Agency

*Texas State FSA Office*  
 Compass Bank Bldg.  
 2405 Texas Ave. South  
 College Station, TX 77840  
 Phone: (409) 260-9484  
 Fax: (409) 260-9358

### Cooperative Extension

*Contact your local office; or*  
*Texas Agricultural Extension Service*  
 Room 112, Jack K. Williams Admin. Building  
 College Station, TX 77843-7101  
 Phone: (409) 845-7800  
 Fax: (409) 845-9542

### State Forestry Office

*Texas Forest Service*  
 301 Tarrow Dr., Suite 364  
 College Station, TX 77840-7896  
 Phone: (409) 845-2601  
 Fax: (409) 862-2463

### State Department of Agriculture

*Texas Department of Agriculture*

*Texas Organic Growers Association*  
 P.O. Box 15211  
 Austin, TX 78761  
 Phone: ((877) 326-5175  
 Fax: (512) 842-1293

### Direct marketing information resources

*Texas Department of Agriculture*  
 P.O. Box 12847  
 Austin, TX 78711  
 Phone: (512) 463-7420  
 Fax: (512) 463-9968

*Texas Certified Farmers Market Association*  
 R.R. 2 Box 92-1  
 Sunset, TX 76270  
 Phone: (940) 872-5437

### Organizations involved in sustainable growth and community development issues

*The Conservation Fund*  
 Texas Office  
 801 Scarbrough Building  
 101 West 6<sup>th</sup> Street  
 Austin, TX 78701  
 Phone: (512) 477-1712  
 Fax: (512) 477-3316

*Southern Rural Development Center*  
 P.O. Box 9656  
 Mississippi State, MS 39762  
 Phone: (601) 325-3207  
 Fax: (601) 325-8915



## UTAH

**Business Requirements:****Determine the Legal Form of the Business.**

Sole proprietorship, corporation or partnership.

*Contact an accountant and an attorney*

**File a Trademark or a Trade Name, Register a Business.**

*Department of Commerce  
Division of Corporations  
160 East 300 South, Box 146705  
Salt Lake City, UT 84114-6705  
Phone: (801) 530-4849*

**Obtain a Sales Tax License.**

This authorizes a business to collect sales tax on retail transactions and is essential for retail business. Identify other state tax requirements.

*Tax Commission  
210 N. 1950 West  
Salt Lake City, UT 84134  
Phone: (801) 297-2200/(801) 662-4335  
<http://www.tax.ex.state.ut.us>*

**Obtain a Federal Employer Identification Number.**

All businesses must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.  
<http://www.ustreas.gov>*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Ogden, UT 84201*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Fax: (801) 620-7115  
<http://www.ustreas.gov>*

**Register for Workers' Compensation Insurance.**

All businesses with employees must carry this insurance to cover on-the-job injuries.

**Utah Occupational Safety and Health (UOSH)**

*160 East 300 South, 3rd Floor  
Salt Lake City, UT 84111  
P.O. Box 146650, 84114-6650  
Phone: (801) 530-6901*

**Register for Unemployment Insurance.**

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*Department of Employment Security  
720 S. 200 E.  
Salt Lake City, UT 84111  
Phone: (801) 526-9675*

**Occupational Safety and Health Administration (OSHA).**

Provides information and inspection regarding safety in the workplace.

*Industrial Commission  
160 East 300 South  
P.O. Box 146640  
Salt Lake City, UT 84114  
Phone: (801) 530-6801*

**Liability and General Business Insurance.**

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

**Other State Licenses and Permits.**

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with environmental impacts.

*Division of Professional Licensing  
160 E 300 South  
Heber M. Wells Building  
Salt Lake City, UT 84111  
Phone: (801) 530-6628  
Fax: (801) 530-6511*

## UTAH CONTINUED

### Local Business Licenses and Permits.

Many municipalities require separate business licenses.

*Contact the local City or County Clerk*

### Zoning and Building Permits.

Check with an appropriate office to make certain that the proposed use for the building is approved.

*Contact the local City of County Zoning and Planning Administrator*

### Wage and Hour, Fair Labor Standards.

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

*Labor Commission  
160 East 300 South, 3rd Floor  
P.O. Box 146630  
Salt Lake City, UT 84114  
Phone: (801) 530-6801*

### Information on Regulations, Permits; Ombudsman for Business with Regulatory Agencies; Business Attraction; Business Expansion; Customized Employee Training; Export Assistance; and Government Procurement Assistance.

*Department of Community and Economic Development  
324 S. State St., Suite 500  
Salt Lake City, UT 84111  
Phone: (801) 538-8700  
<http://www.ce.ex.state.ut.us>*

### Information Regarding Business Assistance, Publications, Financing, Government Procurement Assistance, Surety Bond Guarantee, Minority Small Business Assistance Program, Workshops and Publications.

*Small Business Administration  
125 S. State St., Room 2229  
Salt Lake City, UT 84138  
Phone: (801) 524-4410*

### Counseling, Training and Managerial Assistance for Small Business Owners.

A wide variety of subject areas such as marketing, finances, production and organization.

### Small Business Development Centers

*1623 South State Street  
Salt Lake City, UT 84115  
Phone: (801) 957-3480*

### Utah Business Information Center

*169 East 100 South  
Salt Lake City, UT 84111  
Phone: (801) 741-4251  
Fax: (801) 741-4265*

### Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.

*Small Business Administration  
125 S. State St., Room 2229  
Salt Lake City, UT 84138  
Phone: (801) 524-4410*

### Women's Business Center at the Chamber

*Salt Lake Area Chamber of Commerce  
175 East 400 South, Suite 600  
Salt Lake City, UT 84111  
Phone: (801) 328-5051  
Fax: (801) 328-5098*

### Statistical information on business conditions, economic and demographic information.

*Bureau of Economic & Business Research  
1645 E. Campus Center Drive, Rm. 401  
Salt Lake City, UT 84112-9302  
Phone: (801) 581-6333  
Fax: (801) 581-3354*

### Utah Agricultural Statistics Service

*176 N. 2200 West - Suite 260  
Salt Lake City, UT 84116  
Phone: (801) 524-5003 / (800) 747-8522  
Fax: (801) 524-3090*

## Agricultural Resources and Contacts

### USDA Rural Development Office

*Utah Rural Development Office*

**UTAH** CONTINUED

Wallace F. Bennett Federal Building  
Room 4311, 125 South State Street  
P.O. Box 11350  
Salt Lake City, UT 84147-0350  
Telephone: (801) 524-4320  
Fax: (801) 524-4406

**USDA Farm Service Agency**

Utah State FSA Office  
125 S. State St. #4239  
Salt Lake, UT 84138-1189  
Phone: (801) 524-5013  
Fax: (801) 524-5244

**Cooperative Extension**

Contact your local office; or  
Utah Cooperative Extension Service  
4900 Old Main Hill  
Utah State University  
Logan, UT 84322-4900  
Phone: (435) 797-2200  
Fax: (435) 797-3268

**State Forestry Office**

Department of Natural Resources  
1594 W. North Temple, Suite 3520  
Salt Lake City, UT 84114-5703  
Phone: (801) 538-5555  
Fax: (801) 533-4111

**State Department of Agriculture**

Department of Agriculture  
350 North Redwood Road  
Salt Lake City, UT 84116-3087  
Phone: (801) 538-7101  
Fax: (801) 538-7126

**Support for technology transfer, research and development  
and value added products in natural resources and  
agriculture**

Office of Technology Development  
Utah Department of Community &  
Economic Development

Division of Business & Economic Development  
324 South State Street Suite 500  
Salt Lake City, UT 84111  
Phone: (801) 538-8770  
Fax: (801) 538-8773

**Organic product information/certification**

Northern Utah Growers Group  
HC 63 PO Box 5  
Snowville, UT 84336  
Phone: (435) 872-8191/ (435) 257-3976  
Fax: (435) 257-0233

**Direct marketing information resources**

Utah Dept. of Agriculture  
P.O. Box 146500  
Salt Lake City, UT 84114  
Phone: (801) 538-7108  
Fax: (801) 538-9436

**Organizations involved in sustainable growth and  
community development issues**

Coalition for Utah's Future  
P.O. Box 30901  
Salt Lake City, UT 84130  
Phone: (801) 973-3204  
Fax: (801) 973-5468

Western Rural Development Center  
Oregon State University  
Ballard Extension Hall, Rm. 307  
Corvallis, OR 97331-3607  
Phone: (541) 737-3621  
Fax: (541) 737-1579

# VIRGINIA

## Business Requirements:

### Determine the legal form of the business.

*Contact an attorney and an accountant.*

### File a trademark or trade name, register a business.

*Division of Securities and Retail Franchising*

*1300 E. Main St., Richmond, Virginia.*

*P.O. Box 1197, Richmond, VA 23218.*

*Phone: (804) 371-9051 / (800) 552-7945*

*TDD: (804) 371-9206*

*Fax: (804) 371-9911*

*U.S. Patent and Trademark Office*

*Trademark Assistance Center*

*2900 Crystal Drive, Room 4B10*

*Arlington, VA 22202-3513*

*Phone: (703) 308-9000*

### Identify state tax requirements.

*Virginia Department of Taxation*

*2220 West Broad Street*

*Richmond, VA 23220-2008*

*Phone: (804) 367-8037*

### Obtain a Federal Employers Identification Number.

*You can get obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Philadelphia, PA 19255*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Phone: (215) 516-6999*

*Fax: (215) 516-3990*

### Register for Workers Compensation Insurance.

*Workers' Compensation Commission*

*1000 DMV Drive*

*Richmond VA 23220*

*Phone: (804) 367-8600*

*Fax: (804) 367-9740*

### Register for Unemployment Insurance.

*Virginia Employment Commission*

*Employer Accounts Units*

*P.O. Box 1358*

*Richmond, VA 23218-1358*

*Phone: (804) 786-3916*

*Fax: (804) 786-5890*

### Occupational Safety and Health Administration (OSHA).

*Virginia Department of Labor and Industry*

*Occupational Safety and Health -*

*Cooperative Programs*

*Powers-Taylor Building*

*13 South 13th Street*

*Richmond, VA 23219*

*Phone: (804) 786-6359*

*Fax: (804) 786-8418*

### Liability and general business insurance.

*Contact a local insurance agent for your business insurance needs.*

### Other state licenses and permits.

*Virginia Department of Business Assistance*

*Small Business Division*

*707 E. Main Street, Suite 300*

*Richmond, VA 23219*

*P.O. Box 446, 23218-0446*

*Phone: (804) 371-8200*

*Fax: (804) 371-8200*

### Local business licenses and permits.

*Contact the local City or County Clerk*

### Zoning and building permits.

*Contact the local City or County Zoning and*

*Planning Administrator*

**VIRGINIA** CONTINUED**Wage and hour, fair labor standards.***Department of Labor and Industry**Powers-Taylor Building**13 South Thirteenth Street**Richmond, VA 23219**Phone: (804) 371-2327**Fax: (804) 371-2324**TDD: (804) 786-2376**U.S. Department of Labor**Wage & Hour Division District Office(s):**Northern VA:**103 South Gay Street Room 207**Baltimore, MD 21202**Phone: (410) 962-3199**Fax: (410) 962-9512**Southwestern VA:**500 Quarrier St. Rm 120**Charleston, WV 25301**Phone: (304) 347-5206**Fax: (304) 347-5467**Remainder of State:**400 N. 8th St. Rm 416**Richmond, VA 23240**Phone: (804) 771-2995**Fax: (804) 771-8127***Statistical information on business conditions, economic and demographic information.***Virginia Agricultural Statistics**P O Box 1659**Richmond, VA 23218-1659**Phone: (800) 772-0670 / (804) 771-2493**Fax: (800) 899-8566 / (804) 771-2651***Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.***Small Business Administration District Off.**Federal Bldg. Ste. 1150**400 N. 8th St., P.O. Box 10126**Richmond, VA 23240-0126**Phone: (804) 771-2400**Fax: (804) 771-8018**Virginia Economic Development Partnership**901 East Byrd Street**P.O. Box 798**Richmond, VA 23218-0798**Phone: (804) 371-8100**Fax: (804) 371-8112***Counseling, training and managerial assistance for small business owners.***Virginia Department of Business Assistance**707 E. Main St., Ste 300, (8th & Main Bldg.)**Richmond, Virginia 23219**P.O. Box 446, Richmond, VA 23218-0446**Phone: (804) 371-8200**Fax: (804) 371-8111***Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.***Department of Minority Business Enterprise**200-202 9th St. Office Bldg.**Richmond VA 23219**Phone: (804) 786-5560**Fax: (804) 371-7359**Women's Business Enterprise Program**Virginia Small Business Development Center**Virginia Department of Business Assistance**707 E. Main Street, Suite 300**Richmond, VA 23219**P.O. Box 446, 23218-0446**Phone: (804) 371-8200**Fax: (804) 371-8200***Agricultural Resources and Contacts****USDA Farm Service Agency***Virginia State FSA Office**1606 Santa Rosa Rd.**Culpeper Building, Suite 138*

## VIRGINIA CONTINUED

*Richmond, VA 23229*

*Phone: (804) 287-1500*

*Fax: (804) 287-1723*

### **Cooperative Extension**

*Contact your local office; or*

*Virginia Cooperative Extension Service*

*101 Hutcheson Hall*

*Blacksburg, 24060*

*Phone: (540) 231-5299*

*Fax: (540) 231-4163*

### **State Forestry Office**

*Virginia Dept. of Forestry*

*P.O. Box 3758*

*Charlottesville, VA 22903*

*Phone: (804) 977-6555*

*Fax: (804) 977-7749*

### **State Department of Agriculture**

*Virginia Department of Agriculture*

*And Consumer Services*

*Division of Marketing*

*1100 Bank Street*

*Richmond, VA 23219*

*P.O. Box 1163*

*Richmond, VA 23218*

*Phone: (804) 786-3530*

*Fax: (804) 225-4434*

### **Organic product information/certification**

*Appalachian Mushroom Growers Association*

*Route 1, Box 30BYY*

*Haywood, VA 22722*

*Phone: (703) 923-4774*

*Tidewater Organic Growers Association*

*Route 640, Box 3360*

*Water View, VA 23180*

*Virginia Biological Farmers Association*

*Route 1, Box 46*

*Check, VA 24072*

*Phone: (540) 651-4747*

### **Direct marketing information resources**

*Virginia Dept. of Agriculture & Consumer Services*

*P.O. Box 1163*

*Richmond, VA 23218*

*Phone: (804) 786-3952*

*Fax: (804) 371-7786*

### **Organizations involved in sustainable growth and community development issues**

*Chesapeake Bay Foundation*

*9 State Circle*

*Annapolis, MD 21401*

*Phone: (410) 268-7742*

*Fax: (410) 263-8648*

*Center for Chesapeake Communities*

*209 West Street, Suite 201*

*Annapolis, MD 21401*

*Phone: (410) 267-8595/ (800) 826-5359*

*Fax: (410) 267-8597*

*The Conservation Fund*

*1800 N. Kent Street, Suite 1120*

*Arlington, VA 22209-2156*

*Phone: (703) 525-6300*

*Fax: (703) 525-4610*

*Southern Rural Development Center*

*P.O. Box 9656*

*Mississippi State, MS 39762*

*Phone: (601) 325-3207*

*Fax: (601) 325-8915*

# WASHINGTON

## Business Requirements:

### Determine the Legal Form of the Business.

Sole proprietorship, corporation or partnership.

*Contact an accountant and an attorney*

**The State of Washington has a unique licensing system called the Master Business License.** It provides a “one stop shop” for all of the state level licenses and permits. The Master Business License can be completed “on the spot” and you will be issued a unified business identifier which entitles you to do business in Washington from the state’s perspective. (You will still need to make some local and federal contacts, which are identified below.) The Master Business License covers the following business start-up issues:

### Trade Name and Trademarks.

### Registration of a Business.

### Any State Tax Issues or Licenses.

### Workers’ Compensation Insurance.

Must be carried to cover employees who are injured on the job.

### Unemployment Insurance.

Must be carried to protect employees from loss of employment through no fault of their own.

### Wage and Hour and Fair Labor Standard Information.

Required since many businesses are subject to federal minimum wage, overtime and child labor requirements.

### Other State Licenses and Permits.

For certain occupations and businesses.

***For all of the above, contact:***

*Department of Licensing*

*401 McPhee Rd. SW*

*Olympia, WA 98502*

*Phone: 360-586-0441*

*—OR—*

*Business Assistance Center*

*Phone: 800-237-1233 (in-state) or*

*360-664-9501*

*U.S. Department of Labor*

*Wage & Hour Division District Office(s):*

*Southwest Corner (Longview, Vancouver):*

*1515 S.W. 15th Ave., Suite 1040*

*Portland, OR 97201-5842*

*Phone: (503) 326-3052*

*Fax: (503) 326-3057*

*Remainder of State:*

*1111 Third Avenue, Suite 755*

*Seattle, WA 98101-3212*

*Phone: (206) 553-4482*

*Fax: (206) 553-2883*

### Business Counseling and Referral Services.

Available from:

*Small Business Development Center*

*Washington State University*

*665 N. Riverpoint Blvd.*

*Pullman, WA 99164-4851*

*Phone: (509) 358-7890*

*Fax: (509) 358-7896*

### Obtain a Federal Employers Identification Number.

All businesses must have this number so that employees’ social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most*

*Social Security Administration and IRS*

*offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:*

*(Approval takes 30 days or less)*

*Internal Revenue Service Center*

*Ogden, UT 84201*

*To file completed form by Tele-TIN:*

*(Immediate approval)*

*Fax: (801) 620-7115*

# WASHINGTON CONTINUED

**Occupational Safety and Health Administration (OSHA).**  
Provides information and inspection regarding safety in the workplace.

*Washington Department of Labor and Industries  
WISHA Services Division  
PO Box 44001  
Olympia, Washington 98504-4601  
Phone: (360) 902-5580  
Fax: (360) 902-5529*

**Liability and General Business Insurance.**  
Necessary to protect business and/or personal assets.

*Contact a local insurance agent*

**Local Business Licenses and Permits.**  
Some municipalities require separate business licenses.

*Contact the City or County Clerk*

**Zoning and Building Permits.**  
Check with the appropriate office to make certain that the use proposed for the building is approved.

*Contact the local City or County Zoning and  
Planning Administrator*

**Information Regarding Business Assistance, Publications,  
Financing, Government Procurement, Surety Bond  
Guarantee, Minority Small Business Assistance Program,  
Workshops and Publications.**

*Small Business Administration  
Spokane District Office  
West 801 Riverside, Second Floor  
Spokane, WA 99201  
Phone: (509) 353-2800  
Fax: (509) 353-2829*

*Small Business Administration  
Seattle District Office  
1200 6th Avenue, Suite 1700  
Seattle, WA 98101-1128  
Phone: (206) 553-7310  
Fax: (206) 553-7066*

**Counseling, Training and Managerial Assistance for Small  
Business Owners.**

A wide variety of subject areas such as marketing, finances, production and organization. For information regarding the location nearest to you call:

*Small Business Development Center  
Washington State University  
501 Johnson Tower, P.O. Box 644851  
Pullman, WA 99164-4851  
Phone: (509) 335-1576  
Fax: (509) 335-0949*

*SBA/Spokane Chamber of Commerce  
Business Information Center  
801 W. Riverside  
Spokane, WA 99201  
Phone: (509) 353-2800  
Fax: (509) 353-2600*

**Directory of Washington State Agencies**  
<http://access.wa.gov/>

**Business development programs for women, minorities,  
veterans and people with disabilities; help for new  
businesses located in low and moderate income areas.**

*Office of Minority & Women's Businesses  
406 S Water Street  
Olympia, WA 98504-1160  
Phone: (360) 753-9693  
Fax: (360) 586-7079*

*Small Business Administration  
801 W. Riverside Ave. Ste. 200  
Spokane, WA 99201-0901  
Phone: (509) 353-2800  
Fax: (509) 353-2829*

*1200 6th Avenue, Suite 1700  
501 Johnson Tower,  
P.O. Box 644851  
Pullman, WA 98101-1128  
Phone: (206) 553-7310  
Fax: (206) 553-7099*



**WASHINGTON** CONTINUED

*Tacoma One Stop Capital Shop*  
 1101 Pacific Avenue #401  
 Tacoma, WA 98402  
 Phone: (253) 274-1288

**Statistical information on business conditions, economic and demographic information.**

*Washington Small Business Develop. Center*  
 Washington State University  
 665 N. Riverpoint Blvd  
 Spokane, WA 99202

Phone: (509) 358-7890  
 Fax: (509) 358-7896

*Washington Agricultural Statistics Service*  
 P.O. Box 609  
 Olympia, WA 98507

–OR–

1111 Washington St.  
 Olympia, WA 98501  
 Phone: (360) 902-1940  
 Fax: (360) 902-2091

## **Agricultural Resources and Contacts**

**USDA Rural Development Program Office**

*Washington Rural Development Office*  
 1835 Black Lake Boulevard, SW Suite B  
 Olympia, WA 98512-5715  
 Phone: (360) 704-7740  
 Fax: (360) 704-7742

**USDA Farm Service Agency**

*Washington State FSA Office*  
 316 West Boone Ave. Suite 568  
 Rock Pointe Tower  
 Spokane, WA 99201-2350  
 Phone: (509) 323-3000  
 Fax: (509) 323-3074

**Cooperative Extension**

Contact your local office; or

*Washington Cooperative Extension Service*  
 421 Hulbert Hall  
 P.O. Box 646230  
 Washington State University  
 Pullman, WA 99164-6230  
 Phone: (509) 335-2837  
 Fax: (509) 335-2926

**State Forestry Office**

*Department of Natural Resources*  
 P.O. Box 47037  
 1111 Washington Street  
 Olympia, WA 98504-7037  
 Phone: (360) 920-1011  
 Fax: (360) 920-1757

**State Department of Agriculture**

*Department of Agriculture*  
 P.O. Box 42560  
 Olympia, WA 98504-2560  
 Phone: (360) 902-1801  
 Fax: (360) 902-2092

**Support for technology transfer, research and development and value added products in natural resources and agriculture**

*University of Washington*  
 Office of Technology Transfer  
 1107 NE 45<sup>th</sup> Suite 200  
 Seattle, WA 98105  
 Phone: (206) 543-3970  
 Fax: (206) 685-4767

*Washington Technology Center*  
 300 Fluke Hall  
 P.O. Box 42576  
 Olympia, WA 98504  
 Phone: (360) 902-1877  
 (State Certification Program)]

*Tilth Producers Cooperative*  
 P.O. Box 85056  
 Seattle, WA 98145-1056  
 Phone: (800) 731-1143

## WASHINGTON CONTINUED

### Direct marketing information resources

*Washington Department of Agriculture*  
11910-C E. Meridian Street, Suite 29  
Puyallup, WA 98373  
Phone: (206) 296-7824

*King County Agricultural Programs*  
810 3<sup>rd</sup> Ave., Suite 350  
Seattle, WA 98104  
Phone: (206) 296-7824

*Puget Sound Direct Marketing Association*  
1733 NE 20<sup>th</sup> St.  
Renton, WA 98056  
Phone: (425) 228-9623

*Vashon Island Growers Association*  
12203 SW 153<sup>rd</sup> St.  
Vashon Island, WA 98070  
Phone: (206) 567-4015

*Washington State Council of Farmer Co-Ops*  
9103 Chestnut Hill Lane SE  
Olympia, WA 98513  
Phone: (360) 786-8180

*Washington State Farmers Market Assoc.*  
11910-C Meridian East, Suite 29  
Puyallup, WA 98373  
Phone: (425) 710-2064

*Washington State Grange*  
*King County/Pomona Chapter*  
13827 436<sup>th</sup> SE  
North Bend, WA 98045  
Phone: (425) 888-3130

*Washington State University Coop. Extension*  
700 5<sup>th</sup> Ave., Suite 3700  
Seattle, WA 98104  
Phone: (206) 205-6390

*Washington Red Raspberry Commission*  
Marketing Director

*1626 North Atlantic*  
Spokane, WA 99205  
Phone: (509) 328-7307

*Western Washington Horticultural Assn.*  
P.O. Box 4064  
Pasco, WA 99302  
Phone: (509) 547-5538

### Organizations involved in sustainable growth and community development issues

*1,000 Friends of Washington*  
1305 Forth Avenue, Suite 303  
Seattle, WA 98101  
Phone: (206) 343-0681  
Fax: (206) 343-0683

*Northwest Environment Watch*  
1402 Third Ave., Suite 1127  
Seattle, WA 98101-2118  
Phone: (206) 447-1880  
Fax: (206) 447-2270

*Washington Environmental Council*  
615 Second Ave, Suite 380  
Seattle, WA 98104  
Phone: (206) 622-8103  
Fax: (206) 622-8113

*Western Rural Development Center*  
*Oregon State University*  
Ballard Extension Hall, Rm. 307  
Corvallis, OR 97331-3621  
Phone: (541) 737-3621  
Fax: (541) 737-1579

**WEST VIRGINIA****Business Requirements:****Determine the Legal Form of the Business.**

Sole proprietorship, corporation or partnership.

*Contact an accountant and an attorney*

**File a Trademark or Trade Name, Register a Business.**

This office will provide you with information and forms on the formation and registration of a corporation. File here for exclusive use of your firm's name if you are not a corporation.

*WV Secretary of State  
Corporation Division, Building 1, Suite 157K  
1900 Kanawha Blvd, East  
Charleston, WV 25305  
Phone: 304-558-6000*

**Federal Taxes.**

Ask for the free publication *Tax Guide for Small Business*. This office can assist you in many ways with respect to your federal tax responsibilities.

*Internal Revenue Service  
Local Taxpayer Assistance Office  
River Tower, 1108 3rd Avenue  
Huntington, WV 25701  
Phone: 800-829-1040*

**State Taxes.**

Ask for the free publications *DELT 8.06* & *DELT 8.01*. This office can provide you with information on all of your state tax responsibilities.

*Dept of Tax Revenue  
Taxpayer Services  
P.O. Box 3784, Charleston, WV 25337  
Phone: (304) 558-3333 / (800) 982-8297  
Fax: (304) 558-3269*

*Cabell County Taxes.  
Cabell County Court House Planning & Zoning  
Assessor: 304-528-8601  
Sheriff's Office - Tax Division: 304-526-8672  
County Clerk's Office: 304-526-8625*

**WV Office of Health & Human Services, Licensing & Certification.**

*350 Capital St. Rm 206  
Charleston, WV 25301-3918  
Phone: 304-558-0050*

**Obtain a Federal Employer Identification Number (FEIN).**

All businesses except sole proprietorships with no employees must obtain a FEIN. It is used to report all federal payroll taxes on employees as well as business income. Complete the Application for Employer Identification (Form SS4).

*You can obtain IRS form SS-4 at most  
Social Security Administration and IRS  
offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Cincinnati, OH 45999*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (606) 292-5467  
Fax: (606) 292-5760*

**Contractor's License.**

Ask for forms, schedules and location of upcoming examinations.

*Department of Labor  
Capitol Complex, Building 3, Room 319  
Charleston, WV 25305  
Phone: 304-558-7890*

**Register for Workers' Compensation Insurance.**

Worker's compensation insurance must be obtained to cover all employees, including part-time and temporary help.

*Bureau of Employment Programs  
Workers Compensation Division  
Underwriting Services  
P.O. Box 3064  
Charleston, WV 25334-3064  
Phone: (304) 926-5000 / (800) 628-4265  
Fax: (304) 926-5363*

## WEST VIRGINIA CONTINUED

### **Register for Unemployment Insurance.**

All businesses with employees must pay unemployment insurance to protect employees who lose their jobs through no fault of their own.

*Bureau of Employment Programs  
Unemployment Compensation Division  
112 California Ave. Charleston, WV 25305  
P.O. Box 106 (25321)  
Phone: (304) 558-2677  
Fax: (304) 558-1324*

### **Obtain Information on Workplace Safety and Health Requirements.**

This office can provide you with information on the state requirements for the storage, handling, preparation of food and the requirements for licensing and inspection.

*Charleston Area OSHA Office  
405 Capitol Street  
Suite 407  
Charleston, WV 25301  
Phone: (304) 347-5937  
Fax: (304) 347-5275*

### **Wage and hour, fair labor standards.**

*WV Division of Labor  
Building 3, Room 319  
1900 Kanawha Boulevard East  
Charleston, WV 25305-0570  
Phone: (304) 558-7890  
Fax (304) 558-3797*

*U.S. Department of Labor  
Wage & Hour Division District Office(s):*

*Eastern Panhandle:*

*103 South Gay Street Room 207  
Baltimore, MD 21202  
Phone: (410) 962-3199  
Fax: (410) 962-9512*

*Remainder of State:*

*500 Quarrier St. #120  
Charleston, WV 25301  
Phone: (304) 347-5206  
Fax: (304) 347-5467*

### **Small Business Information.**

These offices can help provide information for start-up businesses in areas remote to Huntington.

*Marshall University Small Business Development Center  
Research & Economic Development Center  
2000 7th Avenue  
Huntington, WV 25703-1527  
Phone: (304) 696-6789  
—AND—*

*WV Small Business Development Center Program Control Center  
950 Kanawha Blvd., East  
Charleston, WV 25301  
Phone: (304) 558-2960*

*Small Business Administration District Off.  
Federal Center Ste. 330  
320 W. Pike St.  
Clarksburg, WV 26301  
Phone: (304) 623-5631  
Fax: (304) 623-0023*

### **Statistical information on business conditions, economic and demographic information.**

*West Virginia Agricultural Statistics Service  
c/o West Virginia Dept. of Agriculture  
1900 Kanawha Blvd. E.  
Charleston, WV 25305-0170  
Phone: (304) 345-5958 / (800) 535-7088  
Fax: (304) 558-0297*

### **Counseling, training and managerial assistance for small business owners.**

*Marketing and Development Division  
West Virginia Department of Agriculture  
1900 Kanawha Boulevard, East  
Charleston, WV 25305  
Phone: (304) 558-2210  
Fax: (304) 558-2270*

**WEST VIRGINIA** CONTINUED

*SBA/WVHTC Foundation  
Business Information Center  
1000 Technology Drive, Suite 111  
Fairmont, WV 26554  
Phone: (304) 368-0023  
Fax: (304) 367-2717*

*Small Business Development Center  
950 Kanawha Boulevard  
Charleston, WV 25301  
Phone: (304) 558-2960 / (888)WVA-SBDC  
Fax: (304) 558-0127*

*Call for the subcenter in your area.*

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Center for Economic Options, Inc.  
601 Delaware Avenue  
Charleston, WV 25302  
Phone: (304) 345-1298  
Fax: (304) 342-0641*

*Minority and Woman Business Specialist  
West Virginia Small Business Development Center  
950 Kanawha Blvd. E.  
Charleston, WV 25301  
Phone: (304) 558-2960 / (888) WVA SBDC  
Fax: (304) 558-0127*

## **Agricultural Resources and Contacts**

### **USDA Rural Development Program Office**

*West Virginia Rural Development Office  
75 High Street, Room 320, Federal Building  
Morgantown, WV 26505  
Phone: (304) 291-4793  
Fax: (291)-4032*

### **Cooperative Extension**

*Contact your local office; or  
West Virginia University Extension Service*

*Room 817 Knapp Hall  
P.O. Box 6031  
Morgantown, WV 26506-6031  
Phone: (304) 293-5691  
Fax: (304) 293-7163*

### **State Forestry Office**

*Forestry Division  
1900 Kanawha Blvd., East  
Charleston, WV 25305-0180  
Phone: (304) 558-3446  
Fax: (304) 558-0143*

### **State Department of Agriculture**

*West Virginia Department of Agriculture  
Administrative Services  
1900 Kanawha Blvd., East  
Charleston, WV 25305  
Phone: (304) 558-2222  
Fax: (304) 558-2203*

### **Organic product information/certification**

*Mountain State Organic Growers  
& Buyers Association  
1145 Back Valley Road  
Sweet Spring, WV 24941  
Phone: (703) 897-5741*

### **Direct marketing information resources.**

*Marketing and Development Division  
West Virginia Department of Agriculture  
1900 Kanawha Blvd., East  
Charleston, WV 25305  
Phone: (304) 558-2210  
Fax: (304) 558-2270*

*West Virginia Direct Marketing Association  
2102 Agricultural Sciences Bldg.  
P.O. Box 6108  
Morgantown, WV 26506-6108  
Phone: (304) 527-2030*

## WEST VIRGINIA CONTINUED

### Organizations involved in sustainable growth and community development issues

*Northeast Regional Center for Rural Development*

*7 Armsby Building*

*University Park, PA 16802-5600*

*Phone: (814) 863-4656*

*Fax: (863-0586*

*The Freshwater Institute*

*P.O. Box 1889*

*Shepherdstown, WV 25443*

*Phone: (304) 876-2815*

*Fax: (304) 870-2208*

# WISCONSIN

## Business Requirements:

### Contact the Small Business Development Center.

The SBDC network also provides referrals and information regarding state and federal assistance programs and business incentives available statewide. Counseling, training and managerial assistance are also available through 12 local Small Business Development Centers throughout Wisconsin.

*Small Business Development Center—State Office*  
432 N. Lake Street  
Madison, WI 53706  
Phone: (608) 263-7794

### Determine the Legal Structure of Business.

*Consult your regional SBDC, an attorney and/or an accountant*

### Register a Trade Name for a Sole Proprietorship or General Partnership.

File a Certificate of Assumed Business Name with your County Recorder's Office if doing business in a name other than your own. If you are filing a limited partnership, you should also contact:

*Office of the Secretary of State*  
30 W. Mifflin, 10th Floor  
Madison, WI 53702  
P.O. Box 7848 (53707-7848)  
Phone: (608) 266-5653  
Fax: (608) 266-3159

### File the Proper Paperwork for a Corporation, Limited Liability Company, Limited Liability Partnership or a Trademark.

*Department of Financial Institution*  
P.O. Box 7846  
Madison, WI 53707  
Phone: (608) 261-7577

### Obtain a Sales Tax License.

If your business will sell, rent or lease tangible products or if you rent accommodations for less than 30 days, you must obtain a sales tax license.

*Wisconsin Department of Revenue*  
Compliance Bureau

*P.O. Box 8902*

*Madison, WI 53708-8902*

*Phone: (608) 266-2776*

*Fax: (608) 267-1030*

<http://www.dor.state.wi.us/>

### Obtain a Local Sales Tax License.

Some local municipalities require a local sales tax license in addition to the state license.

*Contact the local City Clerk or the SBDC*

### Obtain a Federal Employer Identification Number (FEIN).

All business except sole proprietorships with no employees must obtain a FEIN. It is issued to report all federal payroll taxes on employees as well as business income. Complete form SS-4, Application for Employer Identification Number.

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Kansas City, MO 64999*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Phone: (816) 926-5999  
Fax: (816) 926-7988  
<http://www.irs.ustreas.gov>*

### Register for Unemployment Insurance.

All businesses with employees must participate in order to protect employees from loss of employment through no fault of their own. Complete Form 2837, Report to Determine Status.

*Department of Workforce Development*  
Employer Service Team

*P.O. Box 7942*

*Madison, WI 53707*

*Phone: (608) 261-6700*

*Fax: (608) 267-1400*

# WISCONSIN CONTINUED

## Register for Workers' Compensation Insurance.

Workers' compensation insurance must be obtained to cover all employees, including working corporate officers.

Contact a private insurance carrier

—OR—

Department of Workforce Development

Workers' Compensation Division

P.O. Box 7901

Madison, WI 53707

Phone: (608) 266-1340

<http://www.dwd.state.wi.us/>

Most Employers in the state of Wisconsin are required to carry workers' compensation insurance. Independent contractors are required to have a FEIN by Wisconsin law.

## Obtain Information Regarding Workplace Safety and Inspection Requirements through the Occupational Safety and Health Administration (OSHA).

Provides information and inspection regarding safety in the workplace.

Occupational Safety and Health Administration

1648 tri Dark Way

Appleton, WI 54911

Phone: (920)734-4521

<http://www.osha.gov>

Eau Claire District Office

Federal Building US Courthouse

1310 Clairmont Ave.

Eau Claire, Wisconsin 54701

Phone: (715) 832-9019

Fax: (715) 832-1147

Madison Area Office

4802 E. Broadway

Madison, Wisconsin 53716

Phone: (608)441-5388

Fax: (608)441-5400

Milwaukee Area Office

Henry S. Reuss Building, Suite 1180

310 West Wisconsin Avenue

Milwaukee, Wisconsin 53203

Phone: (414) 297-3315

Fax: (414) 297-4299

## Other Federal/State Licenses and Permits.

Many occupations require specific licenses and permits.

The One-Stop Shop For Farmers

2811 Agriculture Drive

P.O. Box 8911

Madison, WI 53708-8911

Phone: (608) 224-5053

Fax: (608) 224-5034

Small Business Development Center

432 N. Lake St. Rm 423

Madison, WI 53706

Phone:(608) 263-7794

Fax: (608) 263-7830

Call for the office in your county

Contact the Department of Commerce Business

Assistance Center

Phone: 800-HELP-BUS

<http://www.commerce.state.wi.us/>

## Wage and Hour, Fair Labor Standards Information.

Nearly all manufacturers, wholesalers, contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

Equal Rights Division

201 E. Washington Ave. Rm. 407

P O Box 8928

Madison, WI 53708-8928

Phone: (608) 266-6860

TDD (Hearing Impaired): (608) 264-8752

Fax: (608) 267-4592

<http://www.dwd.state.wi.us/er/>

Equal Rights Division

819 N. Sixth St. Rm. 255

Milwaukee, WI 53203

Phone: (414) 227-4384

TDD (Hearing Impaired): (414) 227-4081

Fax: (414) 227-4084

U.S. Department of Labor

Wage & Hour Division District Office

740 Regent St. Suite 102

Madison, WI 53715

Phone: (608) 264-5221

Fax: (608) 264-5224



**WISCONSIN** CONTINUED**Federal Assistance Available.**

Information regarding business assistance, publications and financing.

*Small Business Administration  
SCORE  
740 Regent Street, Suite 100  
Madison, WI 53715  
Phone: 608-264-5261  
<http://www.sbaonline.sba.gov/>*

Information regarding business assistance, publications, financing, government procurement, surety bond guarantee, workshops and publications.

*Small Business Administration  
District Offices:*

*Madison office  
740 Regent Street, Suite 100  
Madison, WI 53715  
Phone: (608) 264-5261  
Fax: (608) 264-5541  
TDD: (608) 264-5516*

*Milwaukee office  
310 West Wisconsin Avenue, Suite 400  
Milwaukee, WI 53203  
Phone: (414) 297-3941  
Fax: (414) 297-1377  
TDD: (414) 297-1095*

Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.

*Department of Administration  
Minority Business Enterprise Program  
101 E. Wilson St., Room 621  
P.O. Box 7867  
Madison, WI. 53707-7867  
Phone: (608) 267-7806  
Fax: (608) 267-0600  
  
Wisconsin Women's Business Initiative  
Corporation (WWBIC)  
1915 North Dr. Martin Luther King Jr. Drive  
Milwaukee, WI 53212  
Phone: (414) 263-5450  
Fax: (414) 263-5456*

*WWBIC - Madison Office  
16 North Carroll Street, 7th Floor  
Madison, WI 53703  
Phone: (608) 224-1404  
Fax: (608) 257-7429*

*Wisconsin Women Entrepreneurs  
Phone: (414) 358-9290 or (800) 993-8663*

*Wisconsin Department Of Transportation  
Disadvantaged Business Programs  
4802 Sheboygan Ave., # 451  
P.O. Box 7965  
Madison, WI 53707  
Phone: (608) 266-6961*

**Certification program for contracts with State of Wisconsin, Dept. of Transportation.**

*Minority Business Joint Certification Program  
907 N. 10th St. Rm 309  
Milwaukee, WI 53233  
Phone: (414) 278-4747*

**Certification program in Milwaukee area for Women Business Entrepreneurs.**

*Small Business Procurement Assistance  
Madison Area Technical College  
907 N. 10th St. Rm 309  
Madison, WI 53233  
Phone: (608) 258-2330*

**Statistical information on business conditions, economic and demographic information.**

*Wisconsin Agricultural Statistics Service  
2811 Agriculture Drive  
Madison, WI 53718  
Phone: (608) 224-4848 / (800) 789-9277  
Fax: (608) 224-4855*

*Wisconsin Department of Commerce  
MATD, 6th floor  
P O Box 7970  
Madison, WI 53707-7970  
Phone: (608) 267-5100  
Fax: (608) 267-0436*

# WISCONSIN CONTINUED

## Agricultural Resources and Contacts

### USDA Rural Development Program Office

*USDA Rural Development  
4949 Kirschling Court  
Stevens Point, WI 54481  
Phone: (715) 345-7600  
Fax: (715) 345-7669  
TTY: (715) 345-7614*

### USDA Farm Service Agency

*Wisconsin State FSA Office  
6515 Watts Rd.  
Suite 100  
Madison, WI 53719  
Phone: (608) 276-8732  
Fax: (608) 271-9425*

### Cooperative Extension

*Contact your local office; or  
Cooperative Extension Dean's Office  
432 North Lake Street, Room 601  
Madison, WI 53706-1498  
Phone: (608) 263-5110  
Fax: (608) 265-4545*

### State Forestry Office

*Dept. of Natural Resources  
P.O. Box 7921  
Madison, WI 53707  
Phone: (608) 266-0842  
Fax: (608) 266-8576*

### State Department of Agriculture

*Department of Agriculture, Trade and Consumer  
Protection  
2811 Agriculture Drive  
P.O. Box 8911  
Madison, WI 53708-8911  
Phone: (608) 224-5012  
Fax: (608) 224-5045*

### Support for technology transfer, research and development and value added products in natural resources and agriculture

*The Department of Agriculture, Trade  
And Consumer Protection  
Marketing Division  
Agricultural Development and Diversification  
Program (ADD)  
2811 Agriculture Drive  
P.O. Box 8911  
Madison, WI 53708-8911  
Phone: (608) 224-5100  
Fax: (608) 224-5110*

*University Center for Cooperatives  
224 Taylor Hall, 427 Larch St.  
Madison, WI 53706  
Phone: (608) 265-2903  
Fax: (608) 262-3251*

### Organic product information/certification

*Coulee Region Organic Producers Pool  
(CROPP)/  
Organic Valley  
P.O. Box 159  
LaFarge, WI 54639-0159  
Phone: (608) 625-2602  
Fax: (608) 625-2600*

*Michael Fields Agricultural Institute  
W2493 County Road ES  
East Troy, WI 53120  
Phone: (414) 642-3303  
Fax: (414) 642-4028*

### Direct marketing information resources

*Wisconsin Dept. of Agriculture  
P.O. Box 8911  
Madison, WI 53708  
Phone: (608) 224-5131  
Fax: (608) 224-5131  
Fax: (224) 5111*

**WISCONSIN** CONTINUED

*Outreach Specialist, Regional Food Systems  
Center for Integrated Agricultural Systems  
University of Wisconsin-Madison  
College of Agriculture and Life Sciences  
1450 Linden Drive, Room 146  
Madison, WI 53706  
Phone: (608) 265-3704  
Fax: (608) 265-3020*

*Milwaukee Farmers' Market Association  
(Hunger Task Force of Milwaukee)  
811 East Vienna Ave.  
Milwaukee, WI 53212  
Phone: (414) 962-3111  
Fax: (414) 962-3212*

*Agricultural Development & Diversification  
P.O. Box 8911  
Madison, WI 53708-8911  
Phone: (608) 224-5137  
Fax: (608) 224-5111*

**Organizations involved in sustainable growth and  
community development issues**

*1,000 Friend of Wisconsin  
16 N. Carroll Street, Suite 810  
Madison, WI 53703  
Phone: (608) 259-1000*

*Sierra Club  
John Muir Chapter  
222 S. Hamilton St. #1  
Madison, WI 53703  
Phone: (608) 259-1000*

*North Central Regional Center for Rural  
Development  
Iowa State University  
108 Curtiss Hall  
Ames, IA 50011-1050  
Phone: (515) 294-8321  
Fax: (515) 294-3180*

# WYOMING

## Business Requirements:

### Determine the Legal form of the Business.

Sole proprietorship, corporation, partnership, limited liability corporation, etc.

*Contact an accountant and an attorney*

### File a Trademark or Trade Name, Register a Corporation.

These registrations are useful (and sometimes required) to legitimize your business.

*Secretary of State*

*Corporations Division*

*State Capitol*

*200 W. 24th St.*

*Cheyenne, WY 82002*

*Phone: (307) 777-7311 / 777-7712*

*Fax: (307) 777-5339*

### Obtain a Sales Tax License.

This authorizes a business to collect sales tax on retail transactions and is essential for retail businesses.

*Department of Revenue*

*Herschler Building*

*122 W. 25th St.*

*Cheyenne, WY 82002*

*Phone: v777-5200*

### Obtain a Federal Employers Identification Number.

All employers must have this number so that employees' social security, federal withholding and federal unemployment can be paid.

*You can obtain IRS form SS-4 at most Social Security Administration and IRS offices, or order by calling 1-800-829-3676.*

*To file completed form by mail:  
(Approval takes 30 days or less)  
Internal Revenue Service Center  
Ogden, UT 84201*

*To file completed form by Tele-TIN:  
(Immediate approval)  
Fax: (801) 620-7115*

### Register for Workers' Compensation Insurance.

Most businesses with employees must carry this insurance to cover on-the-job injuries.

*Department of Employment - Workers*

*Compensation Division*

*Herschler Building*

*122 W. 25th St.*

*Cheyenne, WY 82002*

*Phone: (307) 777-6760*

### Register for Unemployment Insurance.

Most businesses with employees must participate in order to protect employees from loss of employment through no fault of their own.

*Department of Employment*

*Employment Resources Division*

*100 W. Midwest Ave.*

*Casper, WY 82601*

*Phone: (307) 235-3202*

### Occupational Safety and Health Administration (OSHA).

Provides information and inspection regarding safety in the workplace.

*Wyoming Department of Employment*

*Workers' Safety and Compensation Division*

*Herschler Building, 2nd Floor East,*

*122 West 25th St.*

*Cheyenne, WY 82002*

*Phone: (307) 777-7786*

*Fax: (307) 777-3646*

### Liability and General Business Insurance.

Insurance is necessary to protect business and/or personal assets.

*Contact a local insurance agent for your business insurance needs*

### Other State Licenses and Permits.

Many occupations and businesses require separate state licenses. Some businesses may require additional permits, especially those with environmental impacts.

*Professional and Occupational  
Licensing Boards*

**WYOMING** CONTINUED

2020 Carey Avenue, Suite 201  
Cheyenne, WY 82002  
Phone: (307) 777-7788

Business Permit Coordinator  
Wyoming Business Council  
214 W. 15th Street  
Cheyenne, WY 82002  
Phone: (307) 777-2843

**Local Business Licenses and Permits.**

Many municipalities require separate business licenses, especially for home based businesses.

*Contact the City or County Clerk*

**Zoning and Building Permits.**

Check with the appropriate office to make certain that the proposed use for the building is approved.

*Contact the local City or County Zoning and Planning Administrator*

**Wage and Hour, Fair Labor Standards.**

Nearly all manufacturers, wholesalers and contractors and many retail and service businesses are subject to minimum wage, overtime and child labor requirements.

Department of Employment  
Division of Labor Standards  
6101 Yellowstone, 2nd Floor  
North Building, Room 259 C  
Cheyenne, WY 82002  
Phone: (307) 777-7261

U.S. Department of Labor  
Wage & Hour Division District Office(s):

*Albany and Laramie Cos.*

1801 California St. Suite 935  
Denver, CO 80202  
Phone: (303) 844-4405  
Fax: (303) 844-5532

*Remainder of State Call:*

10 West Broadway, Suite 307  
Salt Lake City, UT 84101

Phone: (801) 524-5706

Fax: (801) 524-5722

**Information Regarding Business Start-ups, Employee Training, Industrial Sites, Financing and Local Economic Development Programs.**

Wyoming Business Council  
214 W. 15th Street  
Cheyenne, WY 82002  
Phone: (307) 777-2810

Department of Commerce  
Division of Economic and Community Development  
6101 Yellowstone Rd.  
Cheyenne, WY 82002  
Phone: (307) 777-7011

**Information Regarding Business Assistance, Publications and Financing.**

Small Business Administration  
Federal Building, P.O. Box 2839  
Casper, WY 82602  
Phone: (307) 261-6500

**Counseling, Training and Managerial Assistance for Small Business Owners.**

A wide variety of subject areas such as marketing, finances, production, and organization is provided through a cooperative effort between the University of Wyoming, the US Small Business Administration and the Wyoming Business Council. Five centers with two satellite offices serve the state. For the center nearest your location contact:

Small Business Development Centers  
P.O. Box 3922  
Laramie, WY 82071  
Phone: 307-766-3505

Wyoming Business Information Center  
100 East B Street, Room 4001  
Casper, WY 82501  
Phone: (307) 261-6566  
Fax: (307) 261-6561

# WYOMING CONTINUED

**Business development programs for women, minorities, veterans and people with disabilities; help for new businesses located in low and moderate income areas.**

*Small Business Administration  
Federal Building, 100 East B Street  
P.O. Box 2839  
Casper, WY 82602  
Phone: (307) 261-6500  
Fax: (307) 261-6535*

**Statistical information on business conditions, economic and demographic information.**

*UWIN-University of Wyoming  
Information Network  
P.O. Box 3334, University Station  
University of Wyoming  
Laramie, WY 82071-3334  
Phone: (307) 766-6537 / 1-800-766-1943  
Fax: (307) 766-3062*

## Agricultural Resources and Contacts

### USDA Rural Development Program Office

*Wyoming Rural Development Office  
100 E. "B" Street, Room 1005  
Casper, WY 82601  
Phone: (307) 261-6315  
Fax: (307) 261-6339*

### USDA Farm Service Agency

*Wyoming State FSA Office  
951 Werner Ct.  
Suite 130  
Casper, WY 82601  
Phone: (307) 261-5231  
Fax: (307) 261-5857*

### Cooperative Extension

*Contact your local office; or  
Wyoming Cooperative Extension Service  
College of Agriculture, Room 103  
P.O. Box 3354  
Laramie, WY 82072  
Phone: (307) 766-5124  
Fax: (307) 766-3998*

### State Forestry Office

*Wyoming State Forestry Division  
1100 West 22<sup>nd</sup> Street  
Cheyenne, WY 82002  
Phone: (307) 777-7586  
Fax: (307) 637-8726*

### State Department of Agriculture

*Wyoming Department of Agriculture  
2219 Carey Avenue  
Cheyenne, WY 82002  
Phone: (307) 111-6569  
Fax: (307) 777-6593*

**Support for technology transfer, research and development and value added products in natural resources and agriculture**

*Wyoming Business Council  
214 W. 15<sup>th</sup> St.  
Cheyenne, WY 82002  
Phone: (307) 777-2800  
Fax: (307) 777-2837*

### Direct Marketing Information Resources

*Wyoming Dept. of Agriculture  
2219 Carey Avenue  
Cheyenne, WY 82002  
Phone: (307) 777-6577  
Fax: (307) 777-6593*

**Organizations involved in sustainable growth and community development issues**

*Sierra Club- Wyoming Chapter  
P.O. Box 263  
Jackson, WY 83001*

### Western Rural Development Center

*Oregon State University  
Ballard Extension Hall, Rm 307  
Corvallis, OR 97331-3607  
Phone: (541) 737-3621  
Fax: (541) 737-1579*