

U.S. SMALL BUSINESS ADMINISTRATION

VBOC

VETERANS BUSINESS OUTREACH CENTERS

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Steps in Getting Started

- 1. Establish a Business Entity**
 - a. Certificate of Incorporation, LLC, S-Corp
NYS Department of State, Division of Corporation
(518) 473-2492
www.dos.state.ny.us
 - b. Business Certificates (Sole Proprietorship or Partnership) / DBA
Local County Clerks Office
- 2. Obtain Local Permits**

Local Health, Fire and Building Departments (depending on location and business type)
- 3. Verify Zoning Requirements**

Village, Town or City Zoning Board
- 4. Obtain Federal Employer Id Number (EIN)**

Internal Revenue Service
Form – SS-04
(800) 829-4933 or (518) 427-4250
www.irs.gov
- 5. Become Authorized to Collect Sales Tax**

NYS Department of Taxation and Finance
(518) 485-2889
www.tax.ny.gov
- 6. Verify that you have the correct Licenses and/or Permits**

Governor's Office of Regulatory Reform
518-474-8275
www.nys-permits.org
- 7. Self Employment Taxes**

Internal Revenue Service
Form 1040 (Estimated Taxes – Form 1040ES)
(800) 829-4933 or (518) 427-4250
- 8. Liability Insurance**

Check with Insurance Agencies.

9. If you Have Employees:

- a. Obtain NYS Unemployment Insurance
NYS Department of Labor
(518) 485-8589
www.labor.state.ny.us
- b. Obtain Worker's Compensation Insurance and Disability
State Insurance Fund
(888) 875-5790 or (866) 697-4332
www.nysif.com
- c. Payroll Withholding
Internal Revenue Service
(800) 829-4933 www.irs.gov
NYS Department of Taxation and Finance
(800) 469-2909
www.tax.state.ny.us
- d. Health Insurance Options
NYS Health Department
(800) 836-5689
Consider local Chambers of Commerce or Trade Associations
- e. ACH Health Care Options
<http://obamacarefacts.com/health-insurance/premium/>