

Contacts for Entrepreneurs

Maintaining a Business Referral System

The following list provides general information about organizations supporting small business. You may provide specific information about these offices in your area.

Registration Requirements

City Collection Division: most city governments have a business license section of the Collection Department. A fee schedule is usually available in print or on the city's web site.

County Register of Deeds: most counties require the registration of Assumed Name of Business.

Local Zoning Board: any business start up that will be doing business should consider zoning requirements. Home-based businesses have special requirements.

Department of Commerce: State business license—800-228-8443.

Secretary of State: Business name registration and business formation information. 919-807-2039 www.secretary.state.nc.us

Alcoholic Beverage Service: If serving or selling alcoholic beverages in the course of doing business, the owner must contact the local office of the Federal Bureau of Alcohol, Tobacco and Firearms.

Trademark & Patent Registration: North Carolina Secretary of State—919-807-2162 www.sosnc.com. Federal—800-786-9199 www.uspto.com.

Copyright Protection: U.S. Library of Congress—202-707-9100 www.loc.gov/copyright

Business Counseling

Community College Small Business Center: at present, North Carolina funds a SBC at each community college to provide free consultation and class targeting small business start up.

Local Chamber of Commerce: the Chamber will often maintain a list of contacts. Check to see if they provide a list of business support organizations.

SCORE (Service Core of Retired Executives): A partner of the Small Business Administration, SCORE is dedicated to offering advice and counseling to business people and entrepreneurs. Email consultation is also available. To find a location near you visit www.score.org

SBA (Small Business Administration): based out of Charlotte, the SBA provides statewide support for small businesses. Details and valuable links are available at the web site—
www.sba.gov

SBTDC (Small Business and Technology Development Center): a business development service of the University of North Carolina system operated in partnership with the SBA. Now focusing on business growth. Office locations may be obtained at www.sbtdc.org

Better Business Bureau of Northwest NC, Inc.: 800-777-8348 <http://nwnc.bbb.org>

Tax & Employer Information

General Information & Sales/Use Tax Package: NC Department of Revenue—registration to collect sales tax. 919-715-0397 www.dor.state.nc.us/

Federal Tax IRS—Tax Advocate program: There will be a local Tax Advocate office in the area. 800-829-1040

Employment Security Commission: For businesses planning to hire employees. www.ncesc.com

Immigration and Naturalization Service: Employers must have an eligibility verification form (I-9). 800-870-FORM or www.ins.gov

U.S. Department of Labor: For information on minimum wage, child labor, hiring, and related questions. 800-357-2099 www.dol.gov

OSHA (Occupational Safety and Health): Employers with 10 or more employees must contact OSHA and maintain Form-200. 919-856-4770

Financing

City Economic Development: many cities have planning or economic development departments that may have loan incentives.

SBA (Small Business Administration): The SBA does not offer direct loans, it does enable its lending partners to provide financing to small businesses. District office: 800-827-5722 www.sba.gov/nc

Self-Help Credit Union: a community development financial institution whose mission is to create ownership and economic opportunities for minorities, women, rural residents, and low-wealth families. www.self-help.org

Angel and Venture Capital Funds: you may obtain a list of local funding organizations from the Chamber of Commerce or the Community College Small Business Center.

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