

Steps to Formalize Your Business

1. Name your business (and register the name)

Check to assure no one has the business name you desire

- For corporations/LLCs do a name search on the NC Secretary of State website at [www.sosnc.gov/online_services/search/by_title/ Business Registration](http://www.sosnc.gov/online_services/search/by_title/Business_Registration)
- For a sole proprietorship do a name search with the Register of Deeds Office as well as the NC Secretary of State Office assumed name database at www.sosnc.gov/online_services/assumed_name/search/id

- Union county www.unioncountync.gov/departments/register-deeds

- Anson county <http://www.co.anson.nc.us/178/Register-of-Deeds>

Note, the cost to file assumed name for sole proprietary is \$26 and is filed at the Register of Deeds office.

2. Select a business structure

Sole Proprietorship, Partnership, C-Corporation or Limited Liability Company (LLC)

- Sole proprietorships and partnerships are registered through the Register of Deeds Office
- Corporations and LLCs are registered through the NC Secretary of States Office

3. Obtain any necessary licensing or permits

- Union county does not have a business privilege license but each municipality has their own requirements for business licensing. For a contact list of municipalities visit: www.unioncountync.gov/working-here/open-business
- Check for occupational licenses contact Business Link NC at 800-228-8443
- Check for environmental permits:
 - Union County 704-283-3553
 - Anson County 704-994-3211
- Check for zoning requirements:
 - Union County 704-283-3605
 - Anson County 704-994-3211

4. Create an Employer Identification Number (EIN)

- Can be completed online at the IRS website <https://sa.www4.irs.gov/modiein/individual/index.jsp>

5. Setup a Business Bank Account

- Note, you will need to bring the EIN number to the bank. If you have a DBA or assumed name, you will need to provide a certificate showing that name. If you formed an LLC, bring the LLC business registration. It's good to check with the bank you plan to work with what documents they require.



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6. Prepare for Taxes

- Check the NC DOR website and/or call the Tax Service Center at 1-877-252-3050 to learn about taxation requirements, filing schedule and to complete necessary forms for income tax withholding (if have employees), sales and use tax (if selling tangible items or taxable services). <https://www.ncdor.gov/register-business>

7. List any business property with the proper County Tax Assessors Office

- Note, if homebased in Union county apply for Home Occupation Permit by completing a [Suburban Home Occupation](#) or [Rural Home Occupation Permit](#), the zoning portion of the permit is \$40. Depending upon your type of home occupation there may be other fees.
- Anson county complete application at www.co.anson.nc.us/DocumentCenter/View/132/Home-Occupation-Procedures-Application-PDF

8. Register Trademarks or Patents

- Detailed information available at www.uspto.gov/. Free video lessons about Intellectual Property are available at <http://michelsonip.com/intellectual-property-videos/#trademark-videos>

9. Consider Business Insurance

- Some of your clients may require it and liability insurance provides protection from bearing the financial burden of a lawsuit or claim if some type of mistake occurs .

While these are tactical steps to formalize a business the challenging part begins with identifying a need in the marketplace, planning to fulfill that need with a product or service and developing a plan or strategy to achieve startup success. Let us assist with no cost seminars and one-on-one counseling Learn more at www.spcc.edu/sbc.

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