



GETTING STARTED WITH YOUR BUSINESS

➤ Type of Business

(For more information, contact the Secretary of State/Corporations Division)

- ◆ Sole Proprietorship
- ◆ Partnership
- ◆ Corporation
- ◆ Limited Liability Company

➤ Taxes-Employer Identification Number/Federal Tax ID Number

(For more information, contact Business & Specialty Tax Line-IRS)

- ◆ If your business is a corporation, partnership, limited liability company, or if you have employees, you need an Employer Identification Number (EIN, sometimes called Federal Tax ID Number)
- ◆ A sole proprietorship with no employees, pension plans or excise taxes does not need an EIN. A sole proprietor can use their social security number for income tax, self employment and other tax purposes

➤ Licenses

(For more information, contact the local business license office or the Licensing Board Division, Georgia Secretary of State)

- ◆ Businesses are governed by a variety of requirements in regard to licensing, zoning, permits, taxes and insurance
- ◆ Every business must have a business license to operate in the City of Hinesville. You must obtain a business license (business tax certificate) in the county/city where the business is located. You should also check with every county/city in which you plan to conduct business for business license requirements
 - Check with the local /county planning department for zoning requirements.
 - It maybe necessary for the building to be inspected by the Building and Fire Department
 - Home based businesses usually require a business license. Restrictions placed on home based business include signage, noise, and visits by customer and/or employees
- ◆ Additional state licenses are required for certain businesses for example: grocery stores, restaurants, establishments serving alcoholic beverages, hotels, nursing homes, childcare centers, construction.



➤ **Taxes**

(For more information, contact the Georgia Dept of Revenue Tax Division)

- ◆ Income Taxes
 - All businesses are required to pay federal and state income taxes. Each business must file income tax returns with both the Internal Revenue Service (IRS) and the Georgia Department of Revenue
- ◆ Employment Taxes
- ◆ Unemployment Taxes
- ◆ Self Employment Tax
- ◆ Sales Tax
 - Businesses that sell or rent tangible items to the final consumer must comply with Georgia sales and use tax regulations
- ◆ Property Taxes
 - All businesses operating in Georgia are required to pay property (ad valorem) taxes on the real property and personal property of the business

➤ **Insurance**

- ◆ Workers' Compensation Insurance
(For more information, contact the State Board of Workers' Compensation)
- ◆ Commercial Property Insurance
- ◆ Commercial General Liability
- ◆ Business Owner Policy
- ◆ Commercial Automobile
- ◆ Commercial Umbrella Liability



IMPORTANT NUMBERS

- ◆ Secretary of State www.sos.state.ga.us
 - Corporations Division (404) 656-2817
 - Licensing Division (478) 207-2440

- ◆ Business & Specialty Tax Line www.irs.gov/business
(800) 829-4933

- ◆ Georgia Department of Revenue www.etax.dor.ga.gov
 - Income Tax Division (404) 417-4477
(877) 602-8477
 - Sales & Use Tax Division (404) 417-6601
 - Alcohol & Tobacco Division (912)356-2394

- ◆ Georgia Department of Labor www.dol.state.ga.us/em
(404) 232-4290
(877) 709-8185

- ◆ Georgia Department of Agriculture www.agr.georgia.gov
(912) 427-5773
(800) 828-5852

- ◆ City of Hinesville www.cityofhinesville.org
 - Business License Department (912) 876-3564
 - Inspections Department (912) 876-4147
 - Fire Department (912) 876-4143

- ◆ (LCPC)Liberty County Planning Commission (zoning)
(912) 408-2030