

Resources for New Small Business Owners

Obtaining necessary licenses and permits:

Federal Licenses and Permits

<http://www.sba.gov/content/what-federal-licenses-and-permits-does-your-business-need>

If you have business activities which are supervised and regulated by federal agencies (such as selling alcohol, firearms, etc.), you should check out this webpage for information on obtaining a federal license or permit.

Find Business Licenses & Permits

<http://www.sba.gov/licenses-and-permits>

This SBA tool helps you identify the specific licenses or permits your business may need. Simply enter your zip code and business type to view a list of the licenses or permits you'll need, together with information and links to the application process.

CalGold

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

To assist you in finding the appropriate permitting information for your business, the CalGOLD database provides links and contact information that direct you to agencies that administer and issue business permits, licenses and registration requirements from all levels of government.

Register Your Business

<http://www.sanjoseca.gov/index.aspx?NID=3518>

The City of San Jose puts together a good page summarizing all the steps in registering a new company and registering a company to pay sales taxes, payroll taxes, unemployment insurance, and city and county taxes. This is a good checklist to go over.

Tax registrations:

Obtain Your Federal Business Tax ID (*Income Tax*)

<http://www.sba.gov/content/obtain-your-federal-business-tax-id-ein>

The article provides information on Employer Identification Number (EIN), also known as a Federal Tax Identification Number. You can also find the online application link here.

Register for a Permit, License, or Account (*Sales & Use Tax*)

<http://www.boe.ca.gov/info/reg.htm>

You must obtain a seller's permit if you operate business in California. This article specifies the conditions to obtain a seller's permit and a use tax account. The article also explains how you can register online or in person.

Permits & Licenses (*Sales & Use Tax*)

http://www.boe.ca.gov/permits_licenses.htm

The Board of Equalization administers many tax and fee programs. Depending on the type of your business, you may need one or more permits, license or accounts. This article walks you through how to register for a permit, how to renew a license, the types of common permits, licenses and accounts you may need and etc. You can find links to articles that cover specific topics.

Prepared by SJSU MST student Jun Xie; June 2014.

E-version to be posted to 6/18/14 IRS-SJSU Small Business Tax Institute website at "history" link – <http://www.tax-institute.com>.

Am I Required to Register as an Employer? (Payroll Tax)

http://www.edd.ca.gov/Payroll_Taxes/Am_I_Required_to_Register_as_an_Employer.htm

You are subject to California employment tax if your business hires employees. You need to register with the Employment Development Department (EDD) for Employer Payroll Tax Account Number. On this webpage, you can find information regarding California payroll tax, as well as the link to online registration.

Tax Resources:

Starting a Business

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Starting-a-Business>

This IRS webpage provides general information about some federal tax considerations, such as whether the taxpayer has a hobby or a business, recordkeeping and links to relevant IRS publications.

Small Business and Self-Employed Tax Center

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed>

This IRS webpage provides tax resources for small business and self-employed taxpayers who file Form 1040, Schedules C, E, F or Form 2106, as well as small businesses with assets under \$10 million. You can select topics using the A-Z index listing.

IRS Publication 334: Tax Guide for Small Business

<http://www.irs.gov/pub/irs-pdf/p334.pdf>

This publication provides general information about federal tax laws that apply to small business owners. The publication has information on business income, expenses, and tax credits.

Determine Your Federal Tax Obligations

<http://www.sba.gov/content/business-structure-and-tax-implications>

Depends on the form of your business (Sole Proprietorship, Partnership, Corporation, S Corporation or LLC), you can find a direct link to the IRS's website which lists all the forms you may be required to file.

Business Taxes

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Business-Taxes>

This article introduces four general types of business taxes: Income Tax, Estimated Tax, Self-Employment Tax and Employment Tax.

Employment Taxes (Federal)

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employment-Taxes-2>

If your business hires people, you need a good understanding of employment taxes. This article introduces different types of federal employment taxes. The article also contains links for employment tax due dates and filing forms.

FTB Publication 1060: Guide for Corporations Starting Business in California

<https://www.ftb.ca.gov/forms/misc/1060.pdf>

This guide provides an overview of the basis of California tax. It intends to help you file your corporation's first Form 100, Form 100S or Form 100-ES. (Applicable if the form of your business is a corporation.)

Payroll Tax Seminars (State)

http://www.edd.ca.gov/Payroll_Tax_Seminars/

The EDD offers free payroll tax seminars to help business comply with State payroll tax laws. The seminars are held either in classroom-style or online. You can find more information about the courses here.

Small Business Fairs Schedule

<http://www.boe.ca.gov/sutax/sbf.htm>

This is a schedule of free seminars hosted by several tax agencies to assist small business owners with tax aspects of your business. You will have the opportunity to speak to experts from the Board of Equalization, IRS, Franchise Tax Board and Employment Development Department.

Finding Funds:

Loans and Grants Search Tool

<http://business.usa.gov/access-financing>

Check out this “Access Financing” Wizard from BusinessUSA to help you identify what government financing programs may be available to your business.

General Small Business Loans: 7(a)

<http://www.sba.gov/7a-loan-program>

The 7(a) Loan Program is SBA’s most common loan program. At this site, you can find information on program eligibility, loan proceeds, special types of 7(a) loans, application procedure and etc.

Microloan Program

<http://www.sba.gov/content/microloan-program>

SBA provides loans up to \$50,000 to small businesses through specially designated intermediary lenders. Each intermediary lender has its own lending and credit requirements. To find an approved microloan lender, you can contact your local SBA Office or view a listing attached to this article. The average microloan is about \$13,000.

Real Estate & Equipment Loans: CDC/504

<http://www.sba.gov/category/navigation-structure/loans-grants/small-business-loans/sba-loan-programs/real-estate-and-eq>

The CDC/504 Loan Program provides financing for major fixed assets such as equipment or real estate. At this site, you can find information on program eligibility, loan proceeds, application process and etc.

Research Grants for Small Businesses

<http://www.sba.gov/content/research-grants-small-businesses>

If your small business is engaged in scientific research and development, you may qualify for federal grants under the Small Business Innovation Research (SBIR) and the Small Business Technology Transfer (STTR) programs. You can find more information about these two programs in this article.

Small Business Investment Companies (SBIC)

<http://content.govdelivery.com/accounts/USSBA/bulletins/aedd2a>

Small Business Administration (SBA) partners with private investors to provide equity capital, long-term loans and expert management assistance to high-growth small businesses. The SBIC

program has been around since 1958 with many great success stories such as Costco, Apple and Staples.

Surety Bonds

<http://www.sba.gov/surety-bonds>

SBA's Surety Bond Guarantee (SBG) Program helps small business contractors obtain surety bonds. SBA will make an agreement with a surety to guarantee that SBA will assume part of the loss in the event the contractor should breach the terms of the contract. SBA can guarantee bonds for contracts up to \$5 million, with the exception up to \$10 million for certain contracts.

Financial Development Corporation Programs

<http://www.business.ca.gov/Programs/SmallBusiness/FinancialDevelopmentCorporationPrograms.aspx>

The California Small Business Loan Guarantee Program (SBLGP) helps a small business establish a favorable credit history with a lender and obtain future loans on its own. Through this program, a financing institution makes a small business loan directly to a small business with a state guarantee up to 80%. At this site, you can find more information on program overview, requirements, qualification, and etc.

Online Business Loans

<http://www.business.ca.gov/LinkClick.aspx?fileticket=FvkML5y8rXw%3d&tabid=77&mid=1091>

This is the presentation from GO-Biz Online Leading Webinar took place in May 2014. The presentation provides an introduction to this new business loan area, which may be a good financing option for your small business.

Obtaining General Business Advice, Others:

Business Resources

<http://www.sos.ca.gov/business/be/resources.htm>

This is a one-stop shop for a list of Federal and State agencies that a business may need to contact. Included are link and a short description of each agent or program.

Thinking About Starting a Business?

<http://www.sba.gov/thinking-about-starting>

Are you ready to start your own business? This site provides resources about what it takes to start a business. The articles help you start thinking about the basics you need to start and succeed in business.

Learn about Business Law & Regulations

<http://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/business-law-regulations>

This site provides information on laws and regulations that may apply to your business.

Small Business Learning Center

<http://www.sba.gov/tools/sba-learning-center/search/training>

Small Business Administration (SBA) offers free online courses on various business topics. You can watch videos which interest you at your own pace.

Small Business Development Center (SBDC)

<http://www.asbdc-us.org/index.html>

SBDC network is the most comprehensive small business assistance network in the United States. It is a partnership of government, higher education and the private sector. Small business owners can go to your local SBDCs for free, face-to-face business consulting and at-cost training on writing business plans, accessing capital, marketing, regulatory compliance, international trade and more.

California Get Your Business Online

<http://www.gybo.com/california>

This is a Google-led program that provides small businesses the resources they need to succeed online. There are free videos and virtual workshops.

Business Matchmaking 2014

<http://www.businessmatchmaking.com/events.shtml>

Business Matchmaking provides opportunities for small businesses to secure selling opportunities from government agencies and major corporations. You can find dates and locations for upcoming business matchmaking events.

Service Core of Retired Executives (SCORE)

<http://www.score.org/>

SCORE is a nonprofit organization dedicated to offer free and confidential small business advice for entrepreneurs. With 364 offices and 12,400 volunteer counselors nationwide, SCORE provides face-to-face mentoring as well as online counseling and workshops.

Silicon Valley Chamber Calendar

<http://web.sjchamber.com/events?oe=true>

Check out the Chamber Calendar for chamber's upcoming networking news, workshops and seminars. Consider attending to build business connections.

BusinessOwner Space

<http://www.businessownerspace.com/>

This is San Jose-Silicon Valley's one-stop resource for launching and growing a business in San Jose metropolitan area.

Also search for "accelerators" and "incubators" using a search engine to find locations where new businesses may find inexpensive space and resources to help them start and grow a business.