

Jacksonville Women's Business Center



	Steps to take	Comments	Website and Phone	Fee?
1	Decide on your legal status	Determine best entity for both business and tax purposes, such as Sole Proprietorship, Partnership, C Corporation or Limited Liability Company.	Obtaining legal and tax advice, highly recommended	Yes
2	Register with the State of Florida	Do a search to make sure the proposed name is not taken. Register your name.	www.sunbiz.org 850-245- 6052	Yes
3	Ensure all legal documents are in order for the legal entity chosen	Obtain legal guidance.		Yes
4	Obtain a Tax ID Number	This is the unique identification for your business. Call the IRS or go online.	www.irs.gov/businesses/small/ 800-829-4933	No
5	Register with the Local Government	Register with your local tax collector's office. Go onto your county's website and do a search: BUSINESS TAX RECEIPT.	http://www.coj.net/departments/tax-collector.aspx 904-630-1916	Yes
6	Complete Entity and/or Sub-Chapter "S" Election	These are IRS forms you can complete and mail.	www.irs.gov 800-829-1040	No
7	Obtain a Sales Tax Number	You need this license ONLY if you are selling tangible items.	http://dor.myflorida.com/dor/gta.html 800-352-3671	No
8	Register with Federal & State Tax Depts.	This includes income taxes/employee taxes. Your bookkeeper or accountant can set this up.	http://www.irs.gov/businesses/small/article/0,,id=98810,00.html 800-829-1040 www.myflorida.com/dor 800-352-3671	No
9	Open a Business Bank Account	You will be required to provide most of the documentation above before you can open a business account.	n/a	Yes
10	Obtain Proper Insurance	Contact an insurance agent to get a quote on insurance such as, General, Professional Liability or Worker's Compensation.	http://www.myfloridacfo.com/sitePages/services/flow.aspx?ut=Insurance 800-342-2762	No

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11	Setup a Recordkeeping System	QuickBooks is the #1 software system used by small businesses.	www.intuit.com 888-320-7276	Yes
12	Register with Dunn & Bradstreet	You must register with Dunn & Bradstreet to participate in procurement programs.	www.dnb.com 866-705-5711	No
13	Sign up on SAM* *Note: Only if seeking to do business with the Federal Government	You must register with SAM if you are seeking to do business with the Federal Government.	http://www.sam.gov/	No
To consider	Non-Profit Center of Northeast Florida	If you are considering a non-profit business, the Non-Profit Center is your best resource for helping navigate the legal and financial requirements for operating a non-profit.	www.nonprofitctr.org 904-390-3222	No
To consider	Obtain a Small Business attorney	You will need an attorney who specializes in small business issues to assist on legal matters.	http://www.jaxbar.org/lawyer_referral.php http://www.sbrn.org/network_directory.asp http://www.sbdc.unf/thinking-of-starting-abusiness.php	Yes & No
To consider	Small Business Development Center at UNF	Small business assistance and/or assistance with obtaining government contracts.	http://www.sbdc.unf.edu/index.php	Yes & No
To consider	Chamber's Small Business Center (SBC)	Contact SBC for SCORE counselors and workshops.	www.jaxsbc.com Shirley Moore, Sr. Manager, 904-366-6618 shirley.moore@myjaxchamber.com	Yes & No
To consider	Jacksonville Women's Business Center (JWBC)	See JWBC for education, mentoring, counseling and business connections for women.	www.jaxWBC.com Ellen Sullivan, Director Contact: Kathy Bolesworth, 904.366.6633 kathy.bolesworth@myjaxchamber.com	Yes & No
To Consider	U.S. Small Business Administration	Assistance with loans, online training and business certification	https://www.sba.gov/offices/district/fl/jacksonville 904-443-1900	No
To Consider	SCORE	Free business consulting, assistance with Business Plans, etc.	https://jacksonville.score.org/ 904.443.1900	No
To consider	JAX Chamber	Inquire about the benefits of Chamber membership and rates.	www.myjaxchamber.com Sarah Mills, Sales & ImpactJAX Coordinator 904-366-6628 sarah.mills@myjaxchamber.com	Yes