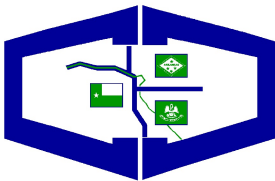


# Greenwood, Louisiana Business Resource Guide



Greenwood  
Chamber of  
Commerce



THE COORDINATING &  
DEVELOPMENT  
CORPORATION



2014

## DOING BUSINESS IN LOUISIANA

The following information is provided to make it easier for your company to do business in Louisiana. The information provided is current as of publication date; however, telephone numbers and Internet addresses, are subject to change.

Required	<u>Sole Proprietor</u>	<u>Partnership</u>	<u>Corporation</u>	<u>LLC</u>
<u>Federal Employer ID No. (EIN)</u>	<u>Yes (if you have employees)</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
<u>State Employer ID No.</u>	<u>Yes (if you have employees)</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
<u>Tax Account Registration (Retail Sales and Certain Services)</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>

FEDERAL	
<i>Employer Identification Number (EIN) Also registers your company for Employee's Income and Social Security/Medicare Withholding and Federal Unemployment Tax (FUTA) if you have employees at the time of registration.</i>	IRS Form SS-4. To apply online for an EIN, go to <a href="http://www.irs.gov/Businesses/Small-Businesses-&amp;Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online">www.irs.gov/Businesses/Small-Businesses-&amp;Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online</a>
STATE	
<i>Registering corporations, LLCs, Partnerships with the State</i>	Louisiana Secretary of State, Commercial Division. Phone: (225) 925-4704, <a href="http://www.sos.la.gov/Pages/default.aspx">www.sos.la.gov/Pages/default.aspx</a>
<i>Sales Tax Account Registrations and Employee Withholding Taxes</i>	To register online for a Louisiana Account Number go to <a href="https://esweb.revenue.louisiana.gov/BusinessRegistration/">https://esweb.revenue.louisiana.gov/BusinessRegistration/</a> . Once you have registered with the state, may pay your state sales taxes through <a href="https://ldrtap.rev.louisiana.gov/">https://ldrtap.rev.louisiana.gov/</a> or <a href="https://secure.salestaxonline.com/default_sto.aspx">https://secure.salestaxonline.com/default_sto.aspx</a>
<i>Worker's Compensation Employer Account Number</i>	Louisiana Workforce Commission, Office of Workers' Compensation Administration, (225) 342-7555, <a href="http://www.laworks.net/WorkersComp/OWC_EmployerMenu.asp">www.laworks.net/WorkersComp/OWC_EmployerMenu.asp</a>
<i>Unemployment Insurance Employer Account Number</i>	Louisiana Workforce Commission, Employer Status Unit, (866) 783-5567, <a href="https://laors.laworks.net/lastatusreport/register/index.asp?LaLogin/Login">https://laors.laworks.net/lastatusreport/register/index.asp?LaLogin/Login</a>

## DOING BUSINESS IN LOUISIANA

<i>Business Licenses</i>	A variety of businesses, ranging from architects to wholesale drug distributors, are required to obtain a state license from the appropriate state governing board or commission. To determine if your business needs a special license, call the Ark-La-Tex Regional Export & Technology Center, Inc., (318) 632-2022, or go to <a href="http://www.laworks.net/Downloads/LMI/LicensingGuide.pdf">http://www.laworks.net/Downloads/LMI/LicensingGuide.pdf</a> to download a copy of the state's Licensing Guide.
<b>LOCAL</b>	
<i>Occupational License</i>	If required, obtain from city/town in which your business is located, <a href="http://www.lma.org/LMA20/About/Municipal_Directory/LMA20/Municipalities/NewMunicipalityDirectory.aspx?hkey=7d04be94-a2e5-4d5d-b20a-aeefb77e4e">www.lma.org/LMA20/About/Municipal_Directory/LMA20/Municipalities/NewMunicipalityDirectory.aspx?hkey=7d04be94-a2e5-4d5d-b20a-aeefb77e4e</a> , or parish (if you are not located in a city, town or village), <a href="http://www.lpgov.org/parish-government">www.lpgov.org/parish-government</a>
<i>Certificate of Occupancy</i>	If required, obtain from city/town in which your business is located, <a href="http://www.lma.org/LMA20/About/Municipal_Directory/LMA20/Municipalities/NewMunicipalityDirectory.aspx?hkey=7d04be94-a2e5-4d5d-b20a-aeefb77e4e">www.lma.org/LMA20/About/Municipal_Directory/LMA20/Municipalities/NewMunicipalityDirectory.aspx?hkey=7d04be94-a2e5-4d5d-b20a-aeefb77e4e</a> , or parish (if you are not located in a city, town or village), <a href="http://www.lpgov.org/parish-government">www.lpgov.org/parish-government</a>
<i>Local Sales/Use Tax Account No.</i>	To register online, go to <a href="http://admin.salestaxonline.com/LAOTA/reg.aspx">http://admin.salestaxonline.com/LAOTA/reg.aspx</a> . To learn what sales tax you must collect for a municipality or parish, go to <a href="http://www.laota.com/index.php?option=com_content&amp;view=article&amp;id=93&amp;Itemid=101">http://www.laota.com/index.php?option=com_content&amp;view=article&amp;id=93&amp;Itemid=101</a> and click on the parish(es) in which you will need to collect sales taxes. You may pay your local sales taxes through <a href="https://ldrtap.rev.louisiana.gov/">https://ldrtap.rev.louisiana.gov/</a> or <a href="https://secure.salestaxonline.com/default_sto.aspx">https://secure.salestaxonline.com/default_sto.aspx</a>
<i>Fictitious/Assumed Name</i>	Applies to Sole Proprietors and d/b/as. If you do not use your legal name in your business's name, you must register your fictitious/assumed name with your parish's Clerk of Court. For contact information, go to <a href="http://laclerksofcourt.org/">http://laclerksofcourt.org/</a>

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