

NEW BUSINESS COMPLIANCE CHECKLIST

REGISTRATION OF A BUSINESS NAME

All persons or partners doing business in Utah under an assumed business name must register with the Department of Commerce. A \$22.00 filing fee is charged.

Place: Heber Wells Building, 160 East 300 South Phone: (801) 530-4849

www.commerce.utah.gov

STATE BUSINESS LICENSE

Under certain circumstances, a special state business license may be required for your business. Usually, only professionals need a state business license, i.e. CPA's, doctors, contractors, etc.

Place: Heber Wells Building, 160 East 300 South Phone: (801) 530-6628 www.dopl.utah.gov

CITY COUNTY BUSINESS LICENSES

Business licenses may or may not be required by cities or counties throughout the state.

Contact your Local City or county office for details.

***In Salt Lake City, a Revenue and Regulatory License is required. ***

Salt Lake City

Place: 451 South State Street, Room 225

Phone: (801) 535-6644

www.slcgov.com/ced/business

Salt Lake County

Place: 2001 South State Street

Phone: (385) 468-6700

www.co.slc.ut.us

FEDERAL EMPLOYER'S TAX I.D. NUMBER

Every person without a previous tax number who pays wages to one or more employees or is required to file any federal reports must apply for a tax number on Form SS-4 with the IRS.

Place: 50 South 200 East Phone: 1-800-829-4933 www.irs.ustreas.gov/formspubs/index.html

FEDERAL TAX INFORMATION

Contact the IRS for information related to income, excise, self-employment and other federal taxes. The IRS also provides a Business Tax Kit and Tax Seminar for businesses. The seminar will provide you with basic instructions and forms for reporting federal taxes on your business.

Place: 50 South 200 East Phone: 1-800-829-1040

www.irs.gov

MINIMUM WAGE LAWS

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. For information, contact the U.S. Department of Labor, Wage, Hour and Public Contracts Division. For information on STATE of Utah minimum wage, unpaid wages and child labor laws contact: Utah Labor Commission, Wage Claim Unit. 60 E So Temple, 575 Phone: (801) 514-5706

Federal:

State:

www.dol.gov/dol/topic/wages/minimum_wage.htm

http://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/wage_claim_unit.html

UTAH STATE CHILD CARE

Contact the State Office of Licensing if you plan on opening a child care/day care center at your home or in a commercial location.

OFFICE OF LICENSING

Place: 3760 S Highland Drive #403 Phone: (801) 273-6617 www.health.utah.gov/licensing

WORKER'S COMPENSATION INSURANCE

The Industrial Accidents Division of the Utah Labor Commission, monitors and administers the workers' compensation program for the state of Utah, and monitors all businesses in the state to ensure that they are complying with the state requirement to provide workers' compensation for their employees and will investigate those that are not. For those that are eligible, waivers may be obtained. For more information contact the Utah Labor Commission, Division of Industrial Accidents

Place: 160 East 300 South, 3rd Floor Phone: (801)530-6804 Toll Free 1-800-530-5090

<http://laborcommission.utah.gov/divisions/IndustrialAccidents/index.html>

CITY/COUNTY HEALTH SERVICES

Place: 788 East Woodoak Lane (5400 South)

Environmental Health

Phone: (385) 468-3835

Food Protection

Phone: (385) 468-3845

www.slvhealth.org/eh

STATE TAX INFORMATION & EMPLOYER'S TAX I.D. NUMBER

For information related to income tax, sales and use taxes, and other applicable state taxes as well as information concerning applications for a state tax number may be obtained from the Utah State Tax Commission.

Place: 210 North 1950 West Phone: (801) 297-2200

www.tax.utah.gov

TOBACCO/CIGARETTES SALES

If you sell cigarettes and/or tobacco you must obtain a license from the Utah State Tax Commission.

Place: 210 North 1950 West Phone: (801) 297-3540

www.tax.utah.gov/tobacco

UNEMPLOYMENT INSURANCE

Unemployment insurance, both state and federal, is generally required in firms with one or more employees. For information, contact the Department of Workforce Services.

Place: 140 East 300 South Phone: (801) 526-9675

<http://jobs.utah.gov/ui/Employer.asp>

ZONING

Contact your local zoning office to ensure that your business location is properly zoned for commercial use.

Salt Lake City

Place: 451 South State Street, Room 215

Phone: (801) 535-7752

www.slcgov.com/ced/buildzone

Salt Lake County

Place: 2001 South State Street

Phone: (801) 468-2000

www.pwpds.slco.org/zoning

PROPERTY TAXES

Property taxes are levied on land, building and equipment used in business. For information in Salt Lake City, contact the County Assessor.

Place: 2001 South State Street Phone: (801) 468-3050

www.assessor.slco.org

For cost or price, contact the Treasurer's Office at (801) 468-3400.

BULK SALES ACT

When purchasing a business, the purchaser is potentially subject to liability for all debts of the acquired business. Compliance with the Utah Bulk Sales Act is a means of limiting this liability. Seek competent legal advice in order to comply with this act.

ALCOHOLIC BEVERAGE CONTROL

Contact the State Department of Alcoholic Beverage Control if you plan on selling ANY ALCOHOL OR BEER on premise. Place: 1625 South 900 West Phone:(801) 977-6800

www.abc.utah.gov

BUREAU OF CRIMINAL IDENTIFICATION

Contact BCI for a criminal history disclosure, i.e. felony or misdemeanor citations, etc.

Place: 3888 West 5400 South (Take 2700 West South to 5400 S. Turn West. Just beyond Bangerter HWY. Behind McDonalds) Phone: (801) 965-4445

www.bci.utah.gov

IMPORT/EXPORT LICENSING

If you are interested in either importing or exporting into Utah you will want to check with the following agencies for rules and regulations.

US Customs Importing: www.customs.gov/xp/cgov/import/

US Customs Exporting: www.customs.gov/xp/cgov/export

Utah Exporting: <http://www.buyusa.gov/utah/>