

Small Business Resource List

FACT SHEET

There are requirements that relate to permits, licenses and taxes that every business owner should know. Sometimes this information is difficult to get, or at best, time consuming. It is our hope that this fact sheet will be used to you in preparing for small business ownership. The information that follows is offered for your guidance only and should not be construed as a substitute for competent legal service. If you are in doubt, see an attorney.

LICENSES

Every business must have a proper business license. The business license is also called a business tax certificate or an occupational tax permit. Business licenses are obtained at city hall, the county courthouse, or administration building for the city or county in which your place of business is located. If your place of business is located within a city limit, a city business license is required. You should check with every county in which you conduct business for its business license requirements and applicable fees. The numbers are listed below:

Fulton County	(404) 612-4000	http://www.fultoncountyga.gov
City of Alpharetta	(678) 297-6000/6086	http://www.alpharetta.ga.us
City of Atlanta	(404) 330-6270	http://www.atlantaga.gov
City of College Park	(404) 669-3766	http://www.collegeparkga.com
City of East Point	(404) 270-7185	http://www.eastpointcity.org
City of Fairburn	(770) 964-2244	http://www.fairburn.com
City of John's Creek	(678) 512-3200	http://www.johnscreekga.gov
City of Palmetto	(770) 463-3377	http://www.citypalmetto.georgia.com
City of Roswell	(770) 594-6235	http://www.roswellgov.com

Other Metro County Business License Offices

Clayton County	(770) 477-3569	http://www.claytoncountyga.gov
Cobb County	(770) 528-8410	http://www.cobbcounty.org
DeKalb County	(404) 371-2461	http://www.co.dekalb.ga.us
Fayette County	(770) 305-5413	http://www.fayettcountyga.gov
Gwinnett County	(678) 377-4100	http://www.gwinnettcounty.com

OTHER LICENSING REQUIREMENTS:

Certain businesses need additional licenses such as the food and alcohol business, childcare facilities, and residential care facilities. More specific information on businesses that require additional licenses are listed below:

Department of Agriculture	(404) 656-3600	http://agr.georgia.gov
Bright From the Start	(404) 656-5957	http://decal.ga.gov
Georgia Department of Human Resources	(404) 651-6316	http://dhs.georgia.gov
Office of the Insurance Commissioner	404-656-2070/2056	http://www.oci.ga.gov

LEGAL ENTITIES (Corporations, LLCs, etc.) – Georgia

For information about incorporation and other legal entities, contact the Secretary of State.

Georgia Secretary of State – Corporations Division	(404) 656-2881	http://cgov.sos.state.ga.us
Professional Licensing Boards	(478) 207-2440	http://secure.sos.state.ga.us

FICTITIOUS/TRADE NAME ACT

A Fictitious Name and a DBA (Doing Business As) are one and the same. They can also be known as “trade names”. At times, a DBA is used when a company decides to do business under a name other than that in which they are registered. If your business uses any name other than the legally registered business name, you must register this name with the Clerk of Superior Court in the county of your business.

Fulton County	(404) 613-5371	http://www.fultoncountyga.gov
Cobb County	(770) 528-1801	http://www.cobbcounty.org
DeKalb County	(404) 371-2836	http://www.dksuperiorclerk.com
Gwinnett County	(770) 822-8100	https://www.gwinnettcourts.com
Fayette County	(770) 716-4290	http://www.fayetteclerk.com

FEDERAL INCOME TAXES/GENERAL INFORMATION

An EIN and a TIN are one and the same. It is an identification number assigned to identify taxpayers who are required to file various business tax returns. It is generally used by corporations, sole proprietors, partnerships, nonprofit associations, trust estates of descendants and other business entities.

Federal I.D Number/Information	1 (877) 777-4778	http://www.irs.gov
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FEDERAL WITHHOLDING TAXES/PAYROLL

Federal Withholding	(404) 522-0050 or (404) 338-7962	-
F.I.C.A.	(404) 522-0050	-
Workers Compensation (3 or more employees)	(404) 656-3875	http://sbwc.georgia.gov/
Unemployment Insurance (Employers Tax Guide)	(404) 232-3001 or 1 (877) 709-8185	http://www.dol.state.ga.us
Georgia Department of Labor (Contact to register employees and get Employer's Handbook)	(404) 699-6900 (S. Fulton Only) & (404) 679-5200 (Fulton, DeKalb, ect.)	http://www.dol.state.ga.us
U.S. Department of Labor	(404) 562-2300 or (678) 237-0400	https://www.osha.gov/ (Occupational Safety & Health Administration) http://www.dol.gov/ (Main Site)

GEORGIA WITHHOLDING TAXES

State Withholding	(404) 417-6605 or 1 (877) 423-6711	http://dor.georgia.gov/
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GEORGIA SALES TAX

State tax employer identification numbers and wholesaler's registration numbers are issued through the Georgia Department of Revenue.

Georgia Department of Revenue and Sales Tax & Taxpayer registration unit.

General Information – Sales & Use Tax	1 (877) 423-6711	http://dor.georgia.gov/documents/sales-use-tax-import
Tax Payer Services Unit	1 (877) 423-6711 – Option # 2	https://etax.dor.ga.gov/tabs/about.aspx
Business Services Unit	1 (877) 423-6711 – Option # 1	https://etax.dor.ga.gov/tabs/about.aspx

CHAMBERS OF COMMERCE

Metro Atlanta Chamber	(404) 880-9000	http://www.metroatlantachamber.com
Metro Atlanta Black Chamber	(404) 793-7773	http://ambcc.org/
Georgia Hispanic Chamber	(404) 929-9998	http://www.ghcc.org/
Alpharetta Chamber	(404) 445-8223	https://www.alpharettachamber.com/
Georgia Airport Chamber	(404) 209-0910	http://www.airportchamber.com/
Greater North Fulton Chamber	(770) 993-8806	http://www.gnfcc.com
South Fulton Chamber	(404) 346-7393	http://www.southfultonchamber.com
Sandy Springs Chamber	(678) 443-2990	http://www.sandyspringsperimeterchamber.com/
John's Creek Chamber	(770) 495-0545	http://www.johnscreekchamber.com/
Georgia Chamber	(404) 223-2264	http://www.gachamber.com/

TRADEMARK/SERVICE MARKS

A **trademark** is any word, name, symbol, device or combination thereof adopted and used by a person or entity to identify goods made or sold and to distinguish them from the goods made or sold by another person. A **service mark** is the same as a trademark, except that a service mark is used by a person or entity to identify services rendered or offered and to distinguish them from the services rendered or offered by another person. Trademarks and service marks may be registered.

Secretary of State Corporations Division (GA only)	(404) 656-2817	http://www.sos.state.ga.us/corporations
U.S. Department of Commerce, Trademark Office	(571) 272-3150 or 1 (800) 972-6382	http://www.uspto.gov/trademark

FINANCING/FUNDING OPPORTUNITIES

Financial opportunities of all kinds are offered by numerous local, state and federal agencies as well as a by a number of private organizations. You may want to begin your search for fund by visiting your local library for a listing of available grants and loan options. Most major banks have small business lenders. Call your local branch for more information. For additional information and/or resources:

Federal Grant Opportunities	1 (800) 518-4726	http://www.grants.gov/web/grants/home.html
IRC - Atlanta (Grant Opportunities)	(470) 597-2143	https://www.rescue.org/united-states/atlanta-ga
Small Business Administration	(404) 331-0100	https://www.sba.gov/funding-programs/loans
ACE	(678) 335-5600	http://www.ace loans.org
ACCION	(202) 393-5113	http://www.accion.org
Atlanta Microfund	(678) 539-6900	http://www.aultec.org/get-funding/funding-sources/atlanta-micro-fund/
Center for Economic Opportunity (National CDFI)	(470) 597-2143	https://irc-ceo.org/
Invest Atlanta	(404) 880-4100	https://www.investatlanta.com/businesses/openforbusiness

OTHER FEDERAL GOVERNMENT AGENCIES

International Trade Administration	1 (800) 872-8723	http://www.ita.doc.gov
US Export Assistance Center	(404) 815-1498	http://www.ita.doc.gov
US Department of Commerce		http://www.commerca.gov/
Department of Industry, Trade & Tourism	(404) 962-4082	http://www.georgia.org

DEMOGRAPHIC/STATISTICAL INFORMATION RESOURCES

Atlanta Regional Commission	(404) 463-3100	http://www.atlantaregional.com
Census Bureau	(404) 730-3832	http://www.census.gov/
Government Made Easy		http://www.usa.gov/directory/federal.index.shtml

RESOURCE INFORMATION FOR PATENT, COPYRIGHT & INVENTION

A patent for an invention is the grant of a property right to the inventor, issued by the United States Patent and Trademark Office (USPTO).

US Patent & Trademark Office	1 (800) 786-9199 or (571) 272-1000	http://www.uspto.gov
United Inventors Association	(404) 323-8686 – One of Georgia's point of contacts.	https://www.uiausa.org (main site) or http://www.uiausa.org/list-of-inventor-clubs (to find inventor clubs in your area)
Inventors Digest	(704) 369-7312	http://inventorsdigest.com
Pantros IP	(585) 427-8180 or 1 (866) 473-6826	http://ip.com/
National Inventor Fraud Center	(701) 281-8822	http://www.inventorfraud.com

BBB ACCREDITATION

As a BBB Accredited Business, your company is listed as a trustworthy business that operates with integrity and excellence. Increase your brand's visibility with TRUST by applying for BBB Accreditation.

Better Business Bureau	(404) 766-0875	https://www.bbb.org/get-accredited
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MINORITY BUSINESSES AND VENDOR REGISTRATION

Certifications for underrepresented groups from the SBA, minority-centered organizations and other organizations can increase your access to opportunities with other corporations and the government. There are so many to consider – MBE, WOSB, VOSB, 8A, etc. Small business certifications can help your company stand out among competitors and scale your business faster.

Georgia Department of Administrative Services	(404) 656-5514	https://doas.ga.gov/state-purchasing
Small Business Administration (SBA)	(202) 205-6460	https://www.sba.gov/federal-contracting
Georgia Minority Supplier Development Council (GMSDC)	(404) 589-4929	https://gmsdc.org/get-certified/
Marta		https://www.itsmarta.com/dbe-program.aspx
The Greater Women's Business Council (GWBC)	(404) 846-3314	https://gwbc.org/
Georgia Department of Transportation (GDOT)	(404) 631-1990	https://www.dot.ga.gov/GDOT/Pages/DBE.aspx
Office of Small & Disadvantage Business Utilization (VA)		https://www.va.gov/osdbu/verification/