

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 \$20.00 filing fee is charged.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-4849

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, construction companies, etc.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-6628

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 offices for details.

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

Salt Lake City

Place: 451 South State Street, Room 215

Phone: (801) 535-7721

Salt Lake County

Place: 2001 South State Street

Phone: (801) 468-2000

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: 1-800-829-1040

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

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.

Place: 10 West Broadway (300 South)

Phone: (801) 524-5706

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: Cannon Health Building
288 North 1460 West
P.O. Box 142003
Salt Lake City, UT 84114-2003
Phone: (801) 538-9299

STATE EMPLOYER'S TAX I.D. NUMBER

Information concerning application for a state tax number may be obtained from the Utah State Tax Commission

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

STATE TAX INFORMATION

For information related to income tax, sales and use taxes, and other applicable state taxes, contact the Utah State Tax Commission.

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

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: 720 South 200 East
Phone: (801) 536-7000

ZONING

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

Salt Lake City

Place: 450 South State Street, Room 215
Phone: (801) 535-7752

Salt Lake County

Place: 2001 South State Street
Phone: (801) 468-2000

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) 468-3431

For cost or price, contact the Treasurer's Office at (801) 468-3404.

ALCOHOLIC BEVERAGE CONTROL

Contact the State Department of Alcoholic Beverage Control if you plan on selling ANY ALCOHOL OR BEER.

Place: 1625 South 900 West

Phone: (801) 977-6800

SALT LAKE VALLEY HEALTH DEPARTMENT

Place: 788 E. Woodoak Lane (5380 South)

Murray, Utah

Phone: (801) 313-6620 - Food Protection

(801) 313-6600 - Administration

BUREAU OF CRIMINAL INVESTIGATIONS

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

Place: 3888 West 5400 South

Phone: (801) 956-4446

Web site: www.bci.state.ut.us