

**MAKE IT OFFICIAL: BUSINESS REGISTRATIONS, LICENSES, PERMITS, TAX ID #'s, ARTICLES of INCORPORATION, PATENTS & TRADEMARKS**

	Governing Agency	Purpose	Document Name/ID Number/Mark
LOCAL city/county	Register of Deeds Tax Office Zoning Office City Hall/County Seat	registration of your business name (sole proprietor) assessment of your business property for tax purposes authorization, new construction/compliance for business in home tracking & regulation of select business types	Certificate of Assumed Name Business Property Tax Listing/Acct # Zoning Permit Privilege License
STATE	NC Secretary of State NC Dept Revenue  NC Dept Revenue NC Secretary of State	formation of a corporation (C or S Corp, LLC, LLP) id # for your state income tax & employee payroll withholdings AND id # for your sales & usage tax remittances tracking & regulation of select business types protection for a unique company or product name/logo	Articles of Incorporation Business Registration Application  Privilege License Application Trademark Application
FEDERAL	IRS Internal Revenue Service US Patent & Trademark Office	id # for your federal income tax & employee payroll withholdings protection for a unique company or product name/logo	EIN # (Employer Identification Number) Trademark Application

**FORMS ON LINE:**

**Certificate of Assumed Name Application (choose appropriate entity, complete/submit to local Register of Deeds)**

<http://www.nccommerce.com/en/BusinessServices/StartYourBusiness/Forms>

**Catawba County Business Property Tax Listing Form (complete/submit to local Tax Office)**

<http://www.co.catawba.nc.us/depts/tax/BusinessPPT.pdf>

<http://www.co.catawba.nc.us/depts/tax/BLform.pdf>

**Alexander County Business Property Listing Form (complete/submit to local Tax Office)**

<http://www.alexandercountync.gov/index/pdf/BusinessPropertyListing2006.pdf>

**NC Articles of Incorporation: C Corp, S Corp, LLC, LLP (complete/submit on line)**

<http://www.secretary.state.nc.us/Corporations/>

**NC Business Registration Applic: ID#'s Income Tax Withhldgs, Sales/Use & Fuel Taxes (complete/submit online)**

[http://www.dor.state.nc.us/downloads/ffin/NCBR\\_webfill.pdf](http://www.dor.state.nc.us/downloads/ffin/NCBR_webfill.pdf)

**NC Privilege License App, Professionals, Loan Agencies, Ck Cashers, Pawnbrokers (complete/submit on line)**

<http://www.dor.state.nc.us/downloads/B202A.pdf>

**NC Trademark Application (complete/submit on line)**

<http://www.secretary.state.nc.us/trademrk/TMForms.aspx>

**Federal EIN Application (complete/submit on-line)**

<http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>

**US Trademark Application (complete/submit on-line)**

<http://www.uspto.gov/teas/eTEASpageA.htm>



**CITY, COUNTY STATE RESOURCES**

<b>City Planning</b>	
Hickory	828-261-2230
Taylorsville	828-632-2218
<b>Register of Deeds</b>	
Catawba	828-465-1573
Alexander	828-632-3152
<b>Tax Office</b>	
Catawba	828-465-8414
Alexander	828-632-4346
<b>Zoning Dept</b>	
Catawba	828-465-8380
Alexander	828-632-1000
NC Commerce	800-228-8443
NC Secretary State	919-807-2225
<b>NC Dept of Revenue</b>	
Hickory	828-327-7474
Raleigh	919-733-3991
NC Dept Labor	919-856-4770
NC Empl Sec Comm	828-466-5535
<b>Patent &amp; Trademark Office</b>	
State	919-807-2162
Federal	800-786-9199
<b>Economic Development</b>	
Catawba	828-267-1564
Alexander	828-632-1161
<b>Chambers of Commerce</b>	
Catawba County	828-328-6000
Alexander County	828-632-8141