



Starting Your Business.....

Site Location

To have an idea on construction cost, monthly rent, permitting requirements, etc.

Create Budget

A budget will be required in order to prepare your business plan, which will be required for any financing, SCORE Assistance, SBA Assistance, etc.

Create Business Plan

A business plan is your roadmap for your business. It requires you to put into place all the ideas that you want to instill into your business. Starting a business involves many ideas that need to be documented and actions that need to be taken. Many businesses fail without a business plan. A bank will not consider financing without a business plan in place.

Meet with Elizabeth Soliz, Economic Development Specialist at SBA

361-879-0017 ext 301 or email Elizabeth.soliz@sba.gov

Secure Business Name at San Patricio County Clerk Office 361-364-9350

The name you choose for the business is very important and it is necessary to register your business name with the State.

Secure Funding

Private Investors, SBA Loans, Bank Loans, etc.

Determine Legal Structure of the Business

There are several legal structures that exist in the State of Texas. Your choice of legal structure will affect your income taxes and personal liability. Most businesses start as a Sole Proprietor or a General Partnership and are generally the least complicated. Limited Partnerships, Limited Liability Partnerships, Corporations, and Limited Liability Companies must register with the Secretary of State. You are strongly advised to contact your own accountant or attorney for advice and assistance in determining the best legal structure for you and your business.

Texas Business Portal 512-463-5455

website: <http://business.texas.online.com/>

Secretary of State 512-463-5555

website: <http://www.sos.state.tx.us/corp/related/shtml>

Select Site and Secure Site and Permitting Requirements

Prior to selecting and securing your site location you need to determine your zoning requirements for your selected location. You must check with the City of Portland Public Works to see if the type of business you plan to operate is legal in the desired location. City of Portland Assistant City Manager, Brian Delatte, 361-777-4513 brian.delatte@portlandtx.com

Obtain Licensing and Permits

Texas department of Licensing and Regulation www.txcc.state.tx.us/

Get Tax Information for Business

Several types of taxes may be levied on businesses including income tax and employment taxes.

Texas Comptroller of Public Accounts

Sales and Use Tax 800-252-5555

Franchise Tax 800-252-1381

Website: <http://ecpa.cpa.state.tx.us/taxrates/ratecalc.jsp>

Texas Comptroller of Public Accounts

400 Mann Suite 600 Corpus Christi, TX 78401 361-882-1234

www.window.state.tx.us

For State Employment Taxes

Texas Workforce Commission

3649 Leopard Street, Suite 600 Corpus Christi, TX 78408

361-882-2873 www.twc.state.tx.us

Employer Responsibilities

A whole new set of responsibilities arise when a business hires employees. Employers must register as an employer and obtain a Federal Employer Identification Number (EIN), pay additional taxes, withhold, match and submit employee withholdings, must obtain worker's compensation insurance and adhere to employee eligibility regulations.

The EIN, also known as a Federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns. EIN's are used by employers, sole proprietors, corporations, partnerships, non-profit organizations, trust and estates, government agencies, certain individuals and other business entities. Federal Employer ID numbers can be obtained by completing form SS-4 online or calling:

Internal Revenue Service

800-829-4933

<http://www.irs.gov/businesses/small/article>

Get information on State requirements, taxes and services for Employers by contacting:

Texas Workforce Commission

3649 Leopard Street, Suite 600 Corpus Christi, TX 78408

361-882-2873 www.twc.state.tx.us

Apply for Certificate of Occupancy

Prior to opening your business apply for your COO from Portland Public Works, 361-777-2943

Contact the Portland Chamber of Commerce for further assistance 361-777-4650

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