

Tom Schedler
SECRETARY OF STATE

State of Louisiana
Secretary of State



March 03, 2017

COMMERCIAL DIVISION
Uniform Commercial Code
225.925.4701
Fax
225.932.5318
Administrative Services
225.925.4704
Fax
225.932.5317
Corporations
225.925.4704
Fax
225.932.5314

Business Owner
123 Main Street
Ruston, LA 71270

Dear Ms. Owner,

I appreciate you contacting the Secretary of State's Office of GeauxBiz for assistance as you make plans for your new business. Small businesses like yours are the backbone of the American economy. Furthermore, every new business and every job is important to the prosperity of our State and we wish you every success in your endeavor.

With your request to the Office of GeauxBiz, you have taken the first step towards success and I hope the information included will make your registrations easier. As I understand your needs, I am pleased to make you aware of the available state and local resources that can help in your business planning. The following attachment is a summary of programs and contacts that will prove helpful in obtaining all of the necessary licenses and permits that may pertain to your new business.

If you have any questions or if we can be of any further assistance in regards to the filing of your business, please do not hesitate to contact our office at 225.925.4704.

Again, thank you for contacting the Office of GeauxBiz regarding the needs of your new business and we will do everything possible to assist you as you open the doors of your own small business.

Sincerely

A handwritten signature in black ink, appearing to read "Tom Schedler", with a stylized flourish at the end.

Tom Schedler

TOM SCHEDLER
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Licensing/Permit Checklist

03/03/2017

Business Owner
123 Main Street
Ruston, LA 71270

Type of Business: Other (Information)
Business Location: Parish of Lincoln / Ruston

Licensing information is as follows:

For advice concerning your small business, you should contact:

Louisiana Small Business Development Center at
NSU Shreveport
<http://www.lsbdc.org/nwcr>
1800 Line, Building C, Room 101
Shreveport, LA 71101
(318)677-3017

Northeast Louisiana SCORE
<http://northeastlouisiana.score.org>
1810 Auburn Avenue, Suite 104
Monroe, LA 71201
(318)323-0878

Corporations, limited liability companies and partnerships must be registered with:

Secretary of State Commercial Division
www.sos.la.gov
P.O. Box 94125
Baton Rouge, LA 70804-9125
(225)925-4704

Your federal tax ID number is issued by:

Internal Revenue Service
www.irs.gov
3007 Knight St.
Shreveport, LA 71105
(318)869-6310

Your state sales tax ID number is issued by:

Louisiana Department of Revenue
<http://rev.louisiana.gov>
P.O. Box 31706
Shreveport, LA 71130
(318)676-7505

If employees are hired you should contact:

Louisiana Workforce Commission
<http://www.laworks.net/Homepage.asp>
2121 Fairfield Ave, Suite 100
Shreveport, LA 71104-2053
(318)676-7788

Mailing Address: P. O. Box 94125, Baton Rouge, LA 70804-9125

Office Location: 8585 Archives Ave., Baton Rouge, LA 70809

Web Site Address: www.sos.la.gov

Your Local Sales ID is issued by:

Lincoln Parish Sales and Use Tax Commission
P.O. Box 863
Ruston, LA 71273
(318)251-8624

Your Certificate of Occupancy is issued by:

City of Ruston
www.ruston.org
P.O. Box 2069
Ruston, LA 71273-2069
(318)251-8621

An assumed business name must be registered with:

Lincoln Parish Clerk of Court
www.lincolnparrish.org
P.O. Box 924
Ruston, LA 71273-0924
(318)251-5130

For additional resources for your small business, you should contact:

Louisiana Economic Development
www.opportunitylouisiana.com
1051 North Third Street
Baton Rouge, LA 70802
(225)342-3000