



NORTHWEST ARKANSAS
**ENTREPRENEUR'S
GUIDE:**
DOING BUSINESS
IN ROGERS & LOWELL



RogersLowell**Chamber**
Serving Business & Community Together

Published by the Rogers Lowell Chamber

NORTHWEST ARKANSAS

ENTREPRENEUR'S GUIDE:

DOING BUSINESS IN ROGERS & LOWELL

For more information on Doing Business in Rogers-Lowell,
contact the Rogers Lowell Chamber.

317 West Walnut Street, Rogers, Arkansas, 72756
Phone: (479) 636-1240 | en Español (479) 619-3186
Web: www.RogersLowell.com

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TOOLS FOR YOUR SUCCES

The Rogers Lowell Chamber provides essential resources to help start, run, and grow your business. Our mission is all about opening the door to new connections for small businesses and entrepreneurs to succeed. We partner with organizations that are invaluable resources for entrepreneurial startups. We're also your advocate for small business and offer you opportunities to work with us to influence civic, social and economic initiatives supporting economic growth.

This new Entrepreneur's Guide is an excellent source for finding regional, state and national resources. For local service providers, go to **RogersLowell.com** and search the **Member Directory** for up-to-date listings of attorneys, accountants, insurance agents, employment services, training providers, tax preparers, business brokers, consultants, financial advisors, banks, marketing and advertising agencies, and real estate agents.

Opportunities for entrepreneurial development in Northwest Arkansas continue to increase. Questions will inevitably arise as you prepare for your startup or expand your existing business. Let us help you increase the probability of your success, starting with this new guide for doing business in Rogers and Lowell. The time you invest upfront researching and planning your business will pay off down the road.

EDUCATION



CHAMBER TUTORIAL

Are you a new member, an existing member who wants a refresher on member benefits, a recently hired employee who needs to learn about the Chamber, or considering joining the Rogers Lowell Chamber? Then, Chamber Tutorial is for you.

This interactive-format quickstart guide is designed and presented by members of the Chamber's Small Business Council (SBC). Its purpose is to inform members, prospects, and new representatives of all the benefits their membership investment, explain how to best utilize the Chamber's programs and staff, and review all of the work the Chamber does behind the scenes to make Rogers, Lowell, and all of Northwest Arkansas an ideal place to live, work, and play.

Come learn how to get plugged in, grow your business, and make the most of your Chamber membership.



SPANISH CHAMBER TUTORIAL

El Tutorial de la Cámara es para usted si: es un miembro nuevo o un miembro actual de la Cámara y quiere recordar los beneficios a los que puede acceder. Si es un nuevo empleado que necesita aprender sobre la membresía o está considerando unirse a la Cámara de Comercio de Rogers Lowell.

Guía interactiva de inicio rápido: Esta diseñada y presentada por miembros del Concejo de Pequeñas Empresas (CPE) de la Cámara, el propósito de este evento es informar a los miembros, prospectos y nuevos representantes, acerca de todos los beneficios que ofrece su inversión en la membresía. Explica cómo utilizar mejor los programas y el personal de la Cámara. Aprenda de todo el trabajo que hace la Cámara tras bambalinas para hacer de Rogers, Lowell y todo el noroeste de Arkansas un lugar ideal para vivir, trabajar y divertirse.

Conéctese y haga crecer su negocio: ¡Venga a aprovechar al máximo su membresía en la Cámara!



CHAMBER VOICE OF BUSINESS COMMUNICATION CHANNELS

The Chamber's newsletter, blog, podcast and videos are your trusted sources for information and stories about our mission-based strategic focus areas.

Content is delivered in these four formats to make it simple and easy for audiences of all generations to stay connected to business and community news.



SMALL BUSINESS TOOLKIT

The Small Business Toolkit is a free online resource found on the Rogers Lowell Chamber's website. It provides resources and information on a variety of topics such as HR, taxes, and marketing. Content partners provide relevant information and resources for small businesses along with useful links and downloads. Content is updated on a regular basis so be sure to check back often to receive assistance.

BUSINESS CONNECT OPPORTUNITIES

Learning how to network effectively is a great way to build your business. By taking the time to meet with other businesspeople and discovering how you can help them and they can help you, you can develop relationships that will provide great rewards for you in the future. People like doing business with people they know. Networking is also the most inexpensive way to promote your business. The Rogers Lowell Chamber hosts a variety of events to help you build your network of business contacts.



BUSINESS AFTER HOURS

Business After Hours has proven to be the Chamber's most popular ongoing networking event, attracting 50 - 75 business professionals a month. The free, monthly event is held from 5:00 p.m. - 6:30 p.m. and fosters connections in a relaxed, informal atmosphere. Each month brings a different host and/or sponsor location.



COFFEE CONNECTION

Coffee Connection is a morning business-building networking event! This free, monthly event is held from 8:30 a.m. to 9:30 a.m. Enjoy casual networking, delicious coffee and some great door prizes! Each month brings a different host and/or sponsor location.



CENTRAL REFERRAL CONNECTION (CRC)

Central Referral Connection Elevate your brand! Join us every Wednesday at 9:00 a.m. at Golden Corral in Rogers. The ultimate B2B networking event in Northwest Arkansas for all: Chamber members and non-members are welcome! You'll have 60 seconds to give your best elevator pitch and distribute your business cards to the 40-50 attendees. Don't miss the chance to boost your business, connect with local professionals, and expand your network. Contact Susana@RogersLowell.com for sponsorship details.



HUSTLE IN HEELS

Hustle in Heels is an initiative of the Rogers Lowell Chamber dedicated to empowering, educating and connecting women with a modern approach. All are welcome to join us at a luncheon, pop-up and/or social! See details at www.RogersLowell.com/pages/hih



DOWNTOWN ROGERS MERCHANT MEET-UP

The Downtown Merchant Meet-Up is designed to provide business development resources while inviting DTR businesses to connect, converse and collaborate. Each month we invite business owners to talk about ways the Chamber can help them grow their business while sharing tips and ideas for our downtown businesses to work together as a community to cultivate success. The Downtown Rogers Merchant Meet-Up is one of the programs the Chamber offers to support small business and continued economic development in our downtown sector.

A group of people are shaking hands over a wooden desk. On the desk, there is a laptop, a clipboard with a pie chart and line graph, and some papers. The background is a blurred office setting with a blue wall and a window.

WHERE TO START

Starting a business takes determination, motivation and talent. It also takes planning and research. The time you invest upfront researching and planning the business will pay off down the road. It is less costly to identify problems during the planning stage than it will be to correct them while your business is operating.

THE FOLLOWING ORGANIZATIONS CAN HELP YOU AS YOU BEGIN PLANNING.

ROGERS LOWELL CHAMBER

317 West Walnut Street

Rogers, AR 72756

PHONE: (479) 636-1240

WEBSITE: RogersLowell.com

HOURS: Monday - Friday, 8:00 a.m. - 5:30 p.m.

SPANISH INTERPRETER: Yes

EN ESPAÑOL: (479) 619-3186

The Rogers Lowell Chamber is a nonprofit business and community development organization serving Rogers, Lowell, and all of Northwest Arkansas. While we work in close partnership with the city governments in Rogers and Lowell, we are a private entity and not a government agency. Our team assists and counsels entrepreneurs and small business owners in development of their businesses, and recommends resources and opportunities that are available in the area. The Chamber serves as a voice for business and addresses issues affecting local businesses. In addition, the Chamber provides a variety of events and opportunities to promote and grow your business.

ARKANSAS SMALL BUSINESS AND TECHNOLOGY DEVELOPMENT CENTER (ASBTDC)

240 N. Block Ave. | Suite 100

Fayetteville, AR 72701

PHONE: (479) 575-5148

WEBSITE: <http://sbtcdc.uark.edu>

EMAIL: SBDC@uark.edu

The SBDC at the University of Arkansas helps small businesses thrive. Their staff provides one-on-one confidential consulting, guidance and training and can assist you in areas such as business plans, marketing strategies, financial analysis and budgets. This assistance is typically free with the exception of a nominal fee charged for training classes.

STARTUP JUNKIE CONSULTING & STARTUP JUNKIE FOUNDATION

1 E Center Street, Suite 270

Fayetteville, AR 72701

(479) 310 - 6261

WEBSITE: <https://www.startupjunkie.org>

EMAIL: team@startupjunkie.org

Through united efforts, the Startup Junkie Consulting and Startup Junkie Foundation are improving lives through innovation and entrepreneurship. Startup Junkie Consulting offers consulting services at no-cost to entrepreneurs. In order to expand the reach, impact, and depth of services, Startup Junkie Foundation was created. As two companies sharing the same purpose, mission, vision, and values, the team is jointly building entrepreneurial ecosystems in Northwest Arkansas through providing no-cost, one-on-one consulting; events, workshops, and programs; and access to capital and talent. Extending outside of the Ozarks region, Startup Junkie Consulting is also boosting emerging entrepreneurial communities spanning from Canada to South America.

SCORE

Northwest Arkansas SCORE Office

1200 W Walnut Street, Suite 3411

Rogers, AR, 72756

PHONE: (800) 646-0450

TECHNICAL SUPPORT: help@score.org

WEBSITE: <https://northwestarkansas.score.org/>

Northwest Arkansas SCORE, Chapter 511 provides free and confidential small business counseling and mentoring, seminars, workshops and other services to the region's small business community. They provide live and recorded webinars, courses on demand, local workshops and an online library of resources including templates, guides and checklists. Each volunteer strives not only to assist small business development but also to serve as mentors to clients as their businesses progress.

They are a resource partner of the Small Business Administration and work closely with the Arkansas Small Business Technology Development Center at the University of Arkansas.

U.S. SMALL BUSINESS ADMINISTRATION (SBA)

700 Research Center Blvd., Room 1258

Fayetteville, AR 72701

PHONE: (501) 952-7216

WEBSITE: www.sba.gov

The SBA provides small business loans, training and counseling. SBA programs include financial and federal contract procurement assistance, management assistance, and specialized outreach to women, minorities and Armed Forces veterans. The SBA also provides loans to victims of natural disasters, and specialized advice and assistance in international trade.

THE FOLLOWING SHOULD ALSO BE CONSIDERED AS YOU BEGIN STARTING A BUSINESS.



REAL ESTATE

For some businesses, the classic advice “location, location, location” is right on the mark: location can mean the difference between feast or famine. But for other enterprises, location may be much less important than finding affordable rental space. A real estate agent can help you find the space that’s right for your business if you inform him or her about your needs. You should discuss issues such as how much you can afford per month, zoning, sign permits, business permits, amount of space required to conduct business, parking needs, communications wiring necessities, electricity and air conditioning necessities. Brokers and agents are also great sources of information on rental costs in various neighborhoods. If you intend to lease be sure you are well informed about what is and isn’t included in

your lease agreement. You should never sign a lease without being sure you’ll be permitted to operate your business the way you need to in that space.



INSURANCE

Used correctly, insurance can contribute a great deal to your success by reducing the uncertainties under which you operate. It can reduce employee turnover, improve your credit, make it easier to sell to customers on favorable terms, and help keep your business going in case a disaster interrupts operations. The potential benefits of good insurance management make it well worth your study and attention.



FINANCIAL ADVISORS

A financial advisor can help you plan for the future. A major reason for business failure is lack of planning. Prepare a strategic plan for your business that clearly defines your mission, your present situation, your strategies, and where you want to be in the next three to five years. This plan will be your roadmap to effective decision making. If you have employees you can also obtain information about employee benefits such as 401K plans.



BANKS & FINANCIAL INSTITUTIONS

The bank you choose for your business activities can play an important role in your success. Different banks and financial institutions can provide a variety of services some of which you will need immediately, and some you may need in the future. Also, a bank can provide valuable assistance and advice on money matters as they relate to your business.



MARKETING, ADVERTISING & BRANDING

Despite the daily pressures during your first few years in running a business, you should try to quickly and efficiently create a company identity that will build your profile in the community and/or industry. Like any new relationship, the process of getting people to notice and trust your brand takes time. As your business grows, you can deepen or expand your marketing efforts.



ACCOUNTING & TAX SERVICES

A small business that fails to keep complete and accurate financial records places its long-term success in jeopardy. Financial record-keeping is crucial to the success of your business. Good records provide the financial data that help you operate more efficiently, thus increasing the profitability of your

enterprise. You will need reliable records for the preparation of current financial statements, such as the Income Statement (Profit and Loss) and the Cash Flow Projection. These, in turn, are critical for maintaining good relations with your banker. In addition, good records are essential in an IRS audit situation, in order to answer questions accurately and to the satisfaction of the IRS.



BUSINESS BROKERS & CONSULTANTS

BROKERS | If you are thinking of buying an existing business or selling your business, you may want to consult a business broker. They can help you determine what businesses are for sale, advise you on pricing, and negotiate the transaction. Brokers can help a seller determine the value of their business, market the business to potential buyers and keep the sale confidential to protect business standing.

CONSULTANTS | You may hire a consultant for almost any business need, from accounting, management and marketing to better business writing and even phone etiquette. The right outside specialist can give you an unbiased view of your business, identify problem areas and recommend strategies to keep your business on track.





PARTNERS IN SUCCESS



ATTORNEYS

An attorney can help you focus on all of the following important considerations.

CONTRACTS | Most businesses execute contracts for space, services, and supplies. Businesses often have agreements between partners, investors, and employees. It is important to get it right so you don't end up in court.

REGISTERING, LICENSING, AND PERMITS | You may be required to register or to obtain licenses or permits.

LIABILITY | Choosing the wrong entity may make you personally liable for the wrongs of employees or partners.

MULTI-STATE BUSINESS | If you are not careful, the protections you have in your home state of operations may be lost if you do business in another state.

STRICT CONFORMITY | With some business entities you must strictly conform to the state law governing that business form or you lose its benefits and protections.

CAPITAL | Different business entities may require different procedures for raising capital and making distribution payments.

VARIETY OF ENTITIES | Although there are five basic business entities, there are other options within these entities that govern issues such as double taxation and liability for the acts of partners.

City of Rogers City Attorney's Office

301 West Chestnut

Mailing Address: P.O. Box 848

Rogers, AR 72757-0848

Phone: (479) 636-0100

Email: attorney@rogersarkansas.com

Hours: Monday — Friday, 8:00a.m. – 5:00p.m.

Lowell City Attorney's Office

313 East Emma Street

Springdale, AR 72764

Phone: (479) 751-6464

Hours: Monday—Friday, 8:00 a.m.—5:00 p.m.



STATE & LOCAL BUSINESS RESOURCE DEPARTMENTS

Arkansas Office of the Secretary of State

501 Woodlane Street, Suite 256

Little Rock, AR 72201

PHONE: (501) 682-3409

TOLL FREE: (888) 233-0325.

EMAIL: corporations@sos.arkansas.gov

WEBSITE: www.sos.arkansas.gov

Arkansas Economic Development Commission

One State Capitol Mall

Little Rock, AR 72201

PHONE: (501) 682-6105

WEB: <https://www.arkansasedc.com/>

The Economic Development Commission was established in 1955 as the Arkansas Industrial Development Commission. Since that time, Arkansas' economy has become more diversified, moving from being predominantly agricultural to include manufacturing, advanced manufacturing, information technology and service businesses. The mission of the Arkansas Economic Development Commission is to develop and diversify the state's economy to enhance the quality of life for current

and future Arkansans. The Department is divided into two divisions to serve external and internal customers. However, much of the agency work is done through cross-functional teams involving people from throughout the Department as well as from other state agencies and customer groups. In addition to the two divisions, the Director's Office is responsible for overall management of the Department and provides staff support for the Arkansas Economic Development Commission. Its Organizational Development function coordinates internal training and professional development opportunities. The External Division consists of Business Development and Community Development functions. The Internal Division consists of Research and Planning, Communications and Administrative Services functions.

Rogers Public Library

711 South Dixieland Road

Rogers, AR 72758

PHONE: (479) 621-1152

WEBSITE: www.rogersarkansas.com/library

HOURS: Monday — Thursday, 9:00 a.m. - 9:00 p.m.

Friday — Saturday, 9:00 a.m. - 5:00 p.m.

Sunday, 1:00 p.m. - 5:00 p.m.

The Rogers Public Library offers books, magazines, newspapers, and CD-Rom products. There are several electronic databases available and a business resource section. The library has several computers with Internet access, and additional computers for word processing. You may sign up at the Information Services Desk for one hour blocks of time online. Reservations can be made up to one week in advance for a two-hour non-Internet slot on the computers.





LEGAL STRUCTURE OF YOUR BUSINESS

When starting a business, you must decide what form of business entity to establish. Your form of business determines which income tax return form you have to file, your liability, how much control you have, and the transferability of your business. The most common forms of business are the sole proprietorship, partnership, corporation, S corporation and limited liability company (LLC). You should consult with your tax advisor and/or your attorney before making a final decision on the structure of your business.



ZONING COMPLIANCE

City of Rogers Community Development

301 West Chestnut

Rogers, Arkansas 72756

PHONE: (479) 621-1186

EMAIL: Planning@rogersarkansas.com

WEBSITE: www.rogersarkansas.com/departments/transportation/transportation.asp

This office is charged with a number of responsibilities which include planning, zoning, large scale development, lot splits, drainage, streets and signage, airport, street lights.

Lowell Community Development

216 N Lincoln St

Lowell, AR 72745-0979

Mailing Address: P.O. Box 979

PHONE: (479) 770-2185

WEBSITE: www.lowellarkansas.gov/departments/planning.htm

Lowell Building Code and Inspection

220 North Lincoln Street | Suite C

Lowell, Arkansas 72745

PHONE: (479) 770-0166

WEBSITE: <https://www.lowellarkansas.gov/departments/construction-department/pdfs/infopacket.pdf>

The Lowell Community Development office assists the public in managing the development of the community in order to protect and preserve the quality of life, promote a sound economic base and appropriate design, and ensure safe construction, all in balance with the constraints of the City's environment and resources.



DOING BUSINESS AS CERTIFICATE (DBA)

General partnerships or sole proprietors who choose to do business under a name different from their own legal name, are required to file a "Doing Business As" (DBA) certificate, which tells the local government who exactly is doing business under your business name. This form can be obtained at the Benton County Clerk's Office and must be notarized and filed with the county clerk. There is a \$25 fee to file this document.

Benton County Clerk

County Administration Building

215 East Central, Suite 217

Bentonville, AR 72712

Phone: (479) 271-1013

Website: www.bentoncountyar.gov



INCORPORATION OF A BUSINESS

Business corporations, nonprofit corporations, professional corporations, limited partnerships, limited liability partnerships and limited liability companies are formed in Arkansas by filing with the Business Services Division of the Office of the Secretary of State. The above entities that form in other states must file with the Arkansas Secretary of State as "foreign" entities in order to transact business in the state. The Arkansas Secretary of State's Office will conduct a complimentary name or trademark search. There is a one-time filing fee of \$50 to incorporate as well as an annual franchise fee. The amount of this annual fee can vary depending on the business, and the business is responsible for paying it unless it is formally dissolved. This can be done by filing articles of dissolution with the Secretary of State. See more about Franchise Fees on page 19.

Office of the Secretary of State

501 Woodlane

Little Rock, AR 72201

Phone: (501) 682-3409

Website: www.sos.arkansas.gov

LICENSES & PERMITS



BUSINESS LICENSE

Both the city of Rogers and the city of Lowell require a business license to conduct business within city limits. There is a fee to obtain this license and the amount depends on the type of business and the number of employees. This type of license must be renewed annually.

City of Rogers Community Risk Reduction Division

113 N 4th St
Rogers, AR 72756
479-621-1100

EMAIL: building@rogersar.gov

WEBSITE: <https://www.rogersar.gov/1434/Business>

The CRRD provides residential and commercial plan reviews, fire and life safety inspections, fire safety education, and fire investigations. This Division reviews all residential and commercial plans prior to the issuance of permits and all applicable sub-permits thereby providing a one-stop shop for developer/builders.

Lowell City Hall

Finance Department
216 N Lincoln St
Lowell, Arkansas 72745

PHONE: (479) 770-2185

WEBSITE: <https://www.lowellarkansas.gov/departments/finance/>



OCCUPATIONAL LICENSES

To obtain information regarding the regulations that apply to specific occupations in the state of Arkansas, you can use the following resources:

- <https://humanservices.arkansas.gov/divisions-shared-services/provider-services-quality-assurance/occupational-licensing/>
- <http://www.discover.arkansas.gov/Portals/194/Publications/Licensed%20Occupations/DLO.pdf>

The Arkansas Small Business and Technology Development Center

240 N. Block Ave., Suite 100
Fayetteville, AR 72701

PHONE: 479.575.5148

EMAIL: uaf@asbtcd.org

WEBSITE: <http://asbtcd.org/>

The ASBTDC is a university-based economic development program that assists entrepreneurs – both new and seasoned – with every aspect of business creation, management, and operation.

The Arkansas Division of Workforce Services

WEBSITE: <https://www.dws.arkansas.gov/>

The Arkansas Division of Workforce Services provides individuals the tools they need to enhance and sustain their employability. Through the education and skills training offered to jobseekers, employers are reducing hidden costs associated with lost production time and turnover rates by hiring qualified workers.

Resources provided include: Unemployment Insurance, Employment Assistance (Jobseeker services and Employer services), and Temporary Assistance for Needy Families. ADWS offers these services at Arkansas Workforce Centers located throughout the state.



BUILDING PERMITS

Rogers Building Code and Inspection City Code and Inspector

301 West Chestnut
Rogers, Arkansas 72756

PHONE CODE: (479) 621-1196

PHONE INSPECTOR: (479) 621-1100

EMAIL: Codes@rogersarkansa.com

EMAIL: Inspection@rogersArkansas.com

WEBSITE: www.rogersarkansas.com/departments/buildinginspection.asp

This office deals with all building and construction inspections, issues building permits, certificates of occupancy, condemnations, etc.

Arkansas Alcohol & Beverage Control (ABC) Administration Division

1515 West Seventh Street, Suite 503
Little Rock, Arkansas 72201

PHONE: (501) 682-1105

WEBSITE: www.state.ar.us

The duties of the Alcoholic Beverage Control - Administration Division are to receive applications for permits, and to issue, refuse to issue, suspend or revoke permits to manufacture, wholesale, retail and transport alcoholic beverages in Arkansas. Alcohol license fees vary depending on the type of venue. You may contact the ABC directly for an application.



HEALTH PERMITS

All food establishments and businesses installing a septic system are required to obtain a health permit and inspection. You can obtain a packet from the health department that contains instructions and a list of all required information and documentation as well as an application. Once your establishment is ready to begin operating, the health department will conduct an inspection of your business.

After your application is turned in and approved, and the inspection is completed, you will be issued a permit. The health department will do inspections twice a year and typically will not notify the owner prior to the inspection. Permits must be renewed yearly for a \$30 renewal fee.

Benton County Health Department

1200 West Walnut Street #2200

Rogers, Arkansas 72758

PHONE: (479) 986-1300

WEBSITE: <https://www.healthy.arkansas.gov/health-units/detail/benton-county-health-unit-rogers>

Arkansas Department of Health

4815 West Markham

Little Rock, Arkansas 72205

PHONE: (501) 661-2171

WEBSITE: www.healthyarkansas.com



TOBACCO & ALCOHOL PERMITS

Tobacco Control Board

101 East Capitol Ave., Suite 204

Little Rock, Arkansas 72201

PHONE: (501) 682-9756.

WEBSITE: <https://www.atc.arkansas.gov/>

The mission of Arkansas Tobacco Control (ATC) is to ensure that all retailers, wholesalers and manufacturers of tobacco, vapor and alternative nicotine products fully adhere to all Arkansas tobacco laws. You must submit your Sales and Use Tax Permit along with your Retail Cigarette and Tobacco Permit application. The cost of your tobacco permit will depend on your gross weekly sales; for a new business this can be an estimate. Your tobacco permit must be renewed yearly.

Alcoholic Beverage Control

WEBSITE: <https://www.dfa.arkansas.gov/alcoholic-beverage-control>

The Alcoholic Beverage Control Administration Division receives and processes applications, and issues permits. The division also exercises supervision and control over the legal distribution of alcoholic beverage products in the State of Arkansas. Alcoholic Beverage Control agents conduct inspections and report on permit applications in addition to the investigations of violations and apprehensions of violators.



ENVIRONMENTAL PERMITS

In some cases a business may be required to obtain solid waste, air pollution, stream pollution and/or water quality permits. You can find out if your business requires such permits by contacting the Arkansas Department of Environmental Quality.

Arkansas Department of Environmental Quality(ADEQ)

5301 Northshore Dr

North Little Rock, AR 72209

Mailing Address: P.O. Box 8913

North Little Rock, AR 72219-8913

PHONE: 501-682-0816

EMAIL: enterpriseservices@adeq.state.ar.us

WEBSITE: www.adeq.state.ar.us/

DEQ's Enterprise Services staff helps Arkansas businesses comply with existing environmental regulations and reduce or eliminate the emissions and wastes generated.



CHILD CARE PERMIT

If you plan on starting a child care business from home or opening up a child care center, you will be required to obtain a child care license.

Arkansas Department Of Human Services - Division of Child Care and Early Childhood Education

Child Care Licensing Unit

700 Main Street Slot S-140

Little Rock, AR 72203-1437

PHONE: (501) 682-8590

WEBSITE: <http://humanservices.arkansas.gov/dccece/Pages/default.aspx>



EMPLOYER IDENTIFICATION NUMBER (EIN)

An **Employer Identification Number (EIN)** is also known as a federal tax identification number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, by mail, fax, or online. Use the SS-4 Form to apply by fax or mail. Click this link for the SS-4 Form: <https://www.irs.gov/pub/irs-pdf/fss4.pdf>

BY MAIL

The processing time for an EIN application received by mail is four weeks.
Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999

BY FAX

FAX: (855) 641-6935

Taxpayers may fax the completed Form SS-4 application to their state fax number. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four business days. Click this link for the SS-4 Form: <https://www.irs.gov/pub/irs-pdf/fss4.pdf>

ONLINE:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>



EMPLOYMENT TAX

When you have employees, you as the employer have certain employment tax responsibilities that you must pay and forms you must file. Employment taxes include the following:

- Social Security and Medicare taxes
- Federal income tax withholding
- Federal unemployment (FUTA) tax

For more information on FUTA contact:
 Arkansas Division of Workforce Services
 P.O. Box 2981
 Little Rock, AR 72203
PHONE: 501-682-2121
PHONE: 1-855-225-4440
FAX: 501-682-8845
EMAIL: ADWS.Info@arkansas.gov
WEBSITE: <https://www.dws.arkansas.gov>



INTERNAL REVENUE SERVICE (IRS)

Website: www.irs.gov

Local Offices

700 West Capitol Ave., Stop 1040
 Little Rock, AR 72201
OFFICE PHONE: (501) 396-5711
MAKE AN APPOINTMENT: (844) 545-5640
WEBSITE: <https://www.irs-officesearch.org/irs-office-little-rock/>

Arkansas Taxpayer Assistance Center

4375 N. Vantage Dr., 2nd Floor
 Fayetteville, AR 72703
OFFICE PHONE: (479) 442-3948
MAKE AN APPOINTMENT: (844) 545-5640
HOURS: Monday-Friday - 8:30 a.m.-4:30 p.m.
 (Closed for lunch 11:30 a.m. - 12:30 p.m.)



FRANCHISE TAX

The franchise tax is a privilege tax imposed on corporations, including banking corporations and limited liability companies that are incorporated in Arkansas. The tax is also imposed on foreign corporations and limited liability companies that transact business in Arkansas (A.C.A. 26-54-101). Franchise taxes and reports can be submitted in person, by mail, or on-line to the Secretary of State Business and Commercial Services Division.

The Business and Commercial Services Division of the Secretary of State

1401 W Capital Ave. Ste. 250
 Little Rock, AR 72201
PHONE: (501) 682-3409 or 888-233-0325
EMAIL: corprequest@sos.arkansas.gov

The Arkansas Secretary of State's Office has published the "Doing Business in Arkansas" guide which provides information for individuals interested in filing a corporate or business organization in Arkansas.

Doing Business in Arkansas Guide

<https://www.sos.arkansas.gov/uploads/bcs/Doing-Business-in-AR.pdf#:~:text=The%20Business%20and%20Commercial%20Services%20Division%20is%20also,Information%20Act%20%28except%20for%20some%20franchise%20tax%20information%29>



STATE WITHHOLDING TAXES

Department of Finance and Administration Withholding

P.O. Box 8055

Little Rock, AR 72203-8055

PHONE: (501) 682-7290

WEBSITE: <https://www.dfa.arkansas.gov/income-tax/withholding-tax-branch/withholding-tax-forms-and-instructions/>

After obtaining a Federal EIN issued by the IRS, every employer with one (1) or more employees should then register with the state by completing form AR4ER. Upon receipt of this form, the Department of Finance & Administration will send materials to the business for remitting state income tax on a monthly basis and tax reports on a quarterly basis.

SALES AND USE TAX

Office of Excise Tax Administration

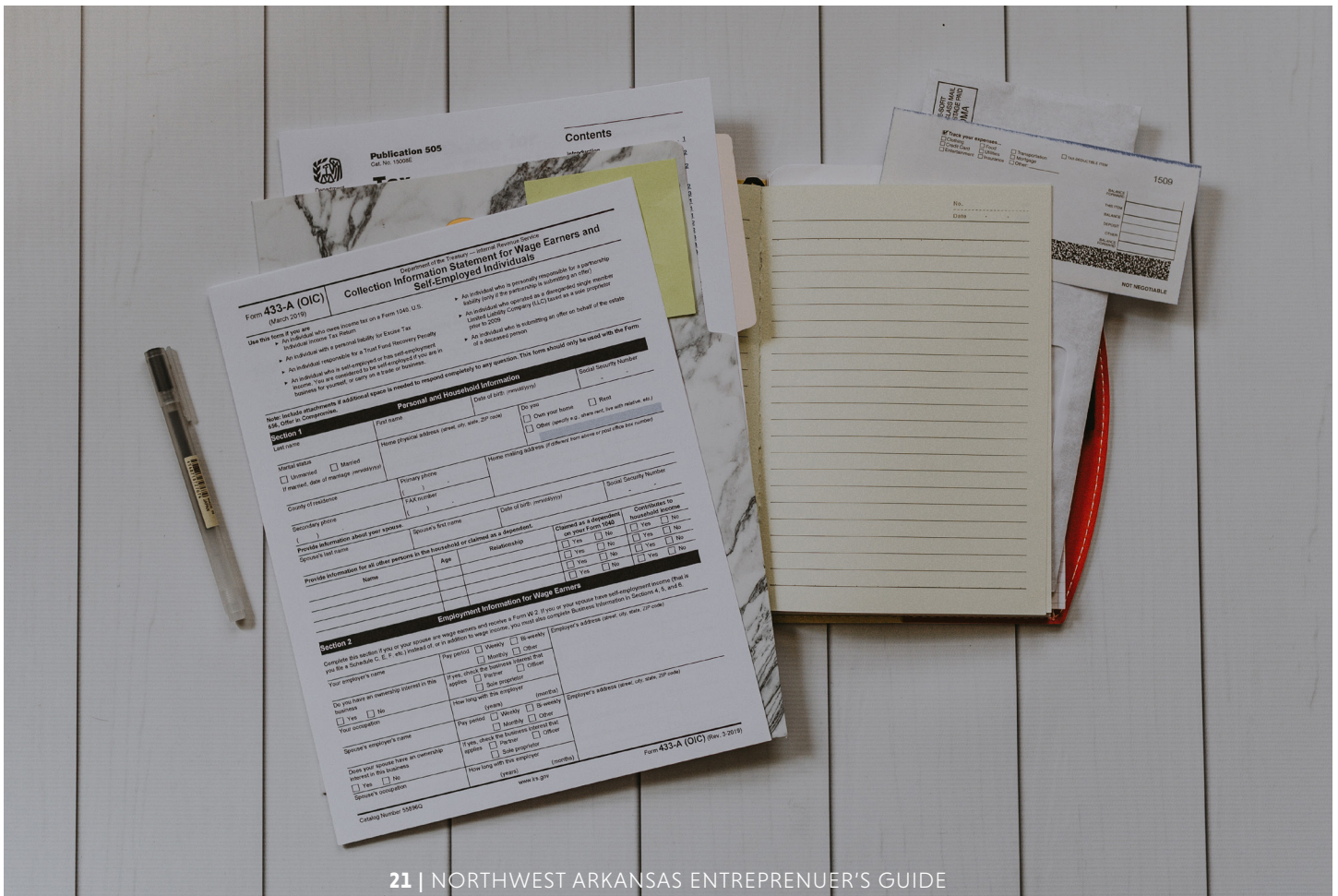
1816 West Seventh Street, Room 1330

Little Rock, AR 72201

PHONE: (501) 682-7104

FAX: (501) 682-7904

The Office of Excise Tax Administration consists of five (5) sections: Excise Tax Administration, Sales and Use Tax, Motor Fuel Tax, Miscellaneous Tax and Special Refunds - Tax Credits, and Business Incentive Programs. Each section is responsible for assisting all taxpayers upon request by providing legal, technical, and educational information. They also are responsible for providing all applications, forms and tax reports that are required to administer the proper and accurate collection of their respective taxes. The Administrator's Office issues Certificates of Tax Standing.



LABOR LAWS & INSURANCE STATE REQUIREMENTS



WORKERS' COMPENSATION State of Arkansas Workers' Compensation Commission

324 Spring St.

P.O. Box 950

Little Rock, Arkansas 72203-0950

PHONE: (501) 682-3930

TOLL FREE: (800) 622-4472

LEGAL ADVISOR DIRECT: (800) 250-2511

Most employers in Arkansas with three or more employees are required by law to have workers' compensation insurance coverage for their employees. There are exceptions to the three-or-more requirement, so employers with fewer than three should check with the Workers' Compensation Commission before assuming they do not fall under the workers' compensation laws. The insurance is purchased by the employer; no part of it should be paid for by employees or deducted from their pay. Employers failing to comply with these laws may be subject to penalties by the state and, in addition, may lose protections afforded them by workers' compensation insurance and the laws of the state.



UNEMPLOYMENT Arkansas Employment Security Department

#2 Capital Mall

Little Rock, AR 72201

PHONE: (855) 225-4440

WEBSITE: <http://dws.arkansas.gov/>

Report wages and pay contribution tax online.



LABOR LAWS U.S. Department of Labor

200 Constitution Ave NW

Washington, DC 20210

PHONE: (866) 487-2365

Arkansas Department of Labor

10421 West Markham

Little Rock, AR 72205

PHONE: (501) 682-4500

FAX: (501) 682-4535

EMAIL: asklabor@arkansas.gov



HELPFUL WEBSITES

U.S. Federal Government

<https://www.state.gov/business/>

One stop resource for federal government information, links to 1000,000+ databases.

U.S. Patent and Trademark Office

www.uspto.gov

Search databases, obtain printable forms, and find statistics about registering trademarks and patents.

Entrepreneur.com

www.entrepreneur.com

Information on startups, home business, franchise, business opportunities, marketing, management, e-business and more.

Find Law Small Business Center

smallbiz.findlaw.com

Provides business related legal information.

Public Entity Risk Institute

www.riskinstitute.org

Offers resources and information that will help you address your risk management challenges.

The Law Engine

www.thelawengine.com

Guide to finding anything related to the law.

U.S. DOL - E-Laws

www.dol.gov/elaws

Employment law assistance.

University of Arkansas School of Law

law.uark.edu

Arkansas law school.

Quick MBA

www.quickmba.com

Online knowledge resource for business administration.

U.S. Census Bureau

www.census.gov

Offers information on population counts, maps and demographics.

U.S. Department of Labor Occupational Safety & Health Administration

www.osha.gov

For information on workplace safety requirements.

US Citizenship and Immigration Services

www.uscis.gov

Offers information on workplace immigration requirements.

Office of the Attorney General

www.ag.state.ar.us

Provides information on credit fraud, work-at-home and other starting-a-small-business scams.

Salary.com

www.salary.com

Gives stats on salary for given job and metro area.

Yahoo Small Business

smallbusiness.yahoo.com

One-stop success center offering web hosting, business e-mail, domains, marketing tools, internet access and recruiting services.

Center for Women's Business Research

www.womensbusinessresearch.org

The premier source of knowledge, information, and research about women business owners and their enterprises worldwide.

Minority Business Development Agency

www.mbda.gov

Provides education and assistance to minority-owned businesses.

Office of Disability Employment Policy

www.dol.gov/odep

Provides information and training to enhance the employment of people with disabilities.

Working Woman

www.workingwoman.com

An informational site for potential and current women business owners.

Arkansas Department of Parks & Tourism

www.arkansas.com

Provides assistance in developing tourism-related businesses.

Genesis Technology Incubator

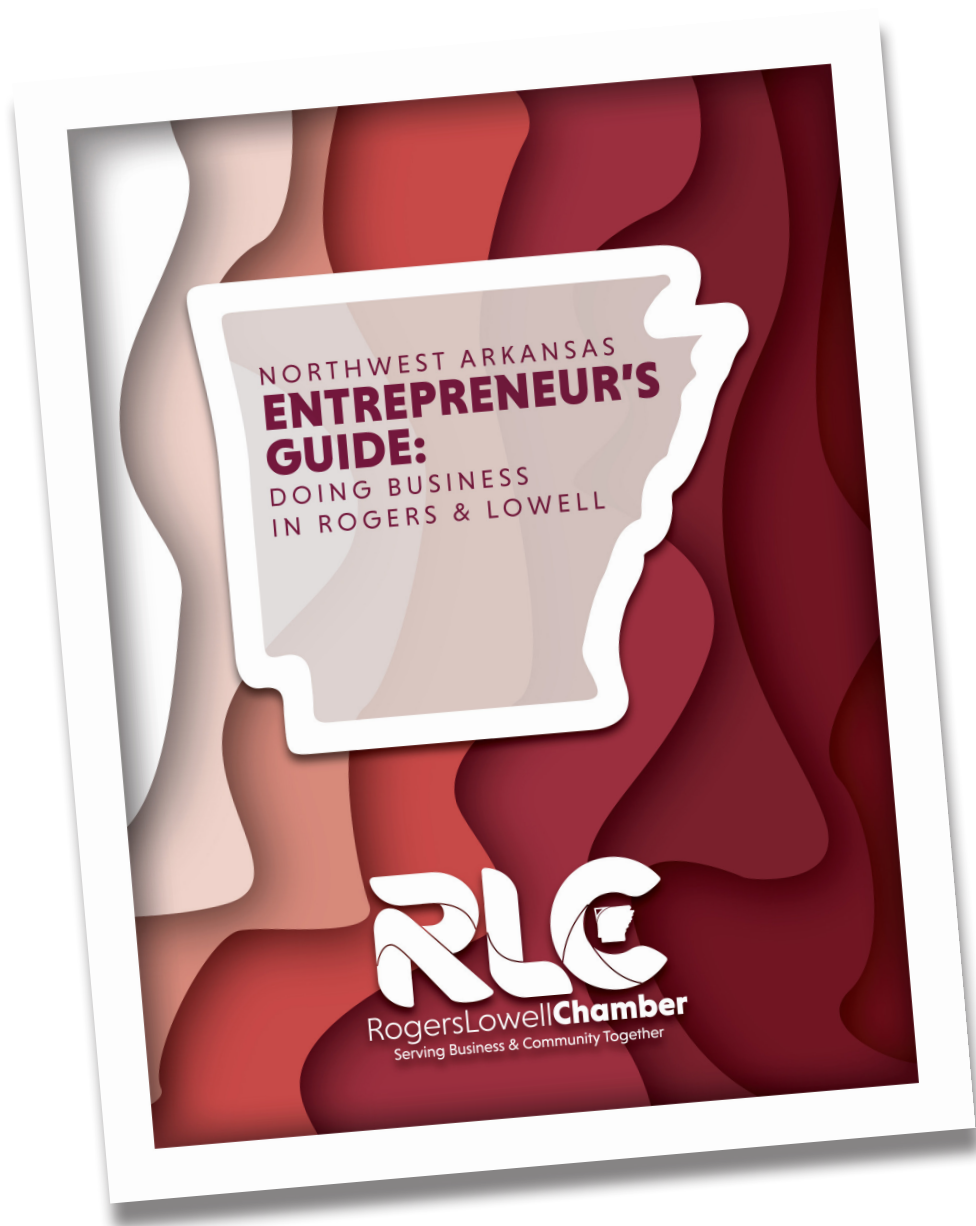
genesis.uark.edu

Provides fledgling technology-based entrepreneurs with office space and shared services as well as professional management, marketing, and financial advice, and technical expertise from University of Arkansas.

NorthWest Arkansas Community College

www.nwacc.edu

In addition to traditional classes, NWACC offers customized training to fit the needs of any company, along with delivering training anywhere, and anytime that is convenient for the company.



317 W. Walnut | Rogers, AR 72756

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Email: info@RogersLowell.com | RogersLowell.com