

IMPORTANT TELEPHONE NUMBERS

Small Business Resource Center	1-800-280-3801
Pennsylvania Department of Labor and Industry	
Building Occupancy Permit	717-787-3806
Labor Law Compliance	1-800-932-0665
Unemployment Compensation	717-787-2097
Benefits and Allowances	717-787-3547
Tax	717-787-6647
Workers' Compensation	1-800-482-2383
Pennsylvania Department of Revenue	
Sales Tax Questions (Taxability of an Item)	717-787-1064
Sales Tax Questions (On a Sales Tax Account)	717-787-1064
Sales Tax Licensing	717-772-2340
Employer Withholding Tax (Questions)	717-783-1064
Employer Registration	717-772-2340
Employer Tax Billing and Assessment	717-787-1586
Corporation Taxes (Rate & Base Changes)	717-783-6035
Cigarette Tax	717-783-9374
Malt Beverage Tax	717-783-9354
Small Games of Chance	717-787-8275
Use Tax (Aircraft, Watercraft, Motor Vehicle, Miscellaneous)	717-772-2960
Taxpayer Service and Information Center	717-787-1064
Specific Legal Questions on Tax Changes	717-787-1382
Pennsylvania Department of State	
Corporation Bureau	717-787-1057
Fictitious Name Search Office	717-787-1057
Bureau of Professional and Occupational Affairs	717-787-8503
Licensing Boards (General Information)	717-787-8503
Federal Information Center	1-800-688-9889
Internal Revenue Service (IRS)	
Employer Identification Number (EIN) Information	1-800-829-1040
U.S. Small Business Administration	
Harrisburg	717-782-3840



www.MetroAction.org
 Phone 570.342.7711
 Fax 570.342.6262



**COMMUNITY
 SNAPSHOT**



STARTING A BUSINESS IN ...

Federal Requirements

Employer's Identification Number (EIN)

Before you can get started, you will need to apply for an employer's identification number. Application is made on Form SS-4, which is available from and Internal Revenue Service Office or by calling the IRS at 1.800.829.4933. The downloadable version of the application is available at www.irs.gov.

Going Into Business Tax Kit

The IRS has a packet of information containing all forms and publications necessary for a small business to square away their federal taxes. Kits are available at your local Small Business Development Center, or can be obtained by calling 1.800.829.FORM or by visiting www.irs.gov.

Pennsylvania Requirements

Registration of Fictitious Name

Any company conducting business under a fictitious or assumed name must register that name with the state. To register, file form DSCB-54-311 with the Corporation Bureau in Pennsylvania Department of State. Registration fee is \$52 for individuals or corporations. An advertisement must also be placed in at least one local newspaper or legal county paper. If you have questions about the registration process, contact the Fictitious Name Search Corporation Bureau in Harrisburg at 717.787.1057.

Sales and Use Tax Number

To find out if your products or services require a sale and use tax, contact the Department of Revenue at 717.787.1064 or at www.revenue.state.pa.us. A PA100 Form will need to be filed and can be obtained at any Pennsylvania Department of Revenue office, including Scranton (570.963.4585), Harrisburg (717.787.8094) or Williamsport (570.327.3475).

Industry Specific Licenses

The Commonwealth of Pennsylvania requires that certain industries obtain special licensing, such as childcare, eating and drinking establishments, and vehicle sales, among others. To find out if your business requires a special license or permit, contact Pennsylvania Department of Revenue at 717.787.1064.

WWW.METROACTION.ORG

For more information on any of these topics, MetroAction's website serves as an excellent resource for new or expanding small businesses in NEPA.



Local Requirements

Required Permits:

- New: Contact Borough (570) 563-1800
- Existing:

Local Taxes:

Special Licenses:

Health/Safety Regulations:

Home-base Business Regulations:

Childcare Regulations:

... AT A GLANCE

Population:	1,294
Population under age 18:	341
Population over age 65:	196
Median Age:	39.8
Avg. Household Size:	2.55
Median Home Value:	\$122,000
Median Family Income:	\$65,577
Square Mile:	3.2
School District:	Lackawanna Trail
Post Office Zip Codes:	18414

Contact

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Fax: (570) 563-2219

