

# IMPORTANT TELEPHONE NUMBERS

Small Business Resource Center .....	1-800-280-3801
<b>Pennsylvania Department of Labor and Industry</b>	
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
<b>Pennsylvania Department of Revenue</b>	
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
<b>Pennsylvania Department of State</b>	
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
<b>Internal Revenue Service (IRS)</b>	
Employer Identification Number (EIN) Information .....	1-800-829-1040
<b>U.S. Small Business Administration</b>	
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](http://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](http://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](http://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](http://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: Sewer and Building Permit
- Existing: Expansion Permit

Local Taxes: Local

Special Licenses: No

Health/Safety Regulations: Follow PA State Regulations

Home-base Business Regulations: Must contact Planning Commission

Childcare Regulations: No

## ... AT A GLANCE

Population:	838
Population under age 18:	144
Population over age 65:	266
Median Age:	48.2
Avg. Household Size:	2.64
Median Home Value:	\$111,400
Median Family Income:	\$49,861
Square Mile:	1.9
School District:	North Pocono
Post Office Zip Codes:	18416, 18444

## Contact

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