



## Researching Your Business License Requirements

### A “Best Practice” Tip from CSC: How to Research Your License and Tax Requirements

1. Determine which licenses, permits and/or tax registrations apply to your company based on its **activities and locations**. You may need to contact multiple agencies at the federal, state, and local levels in order to determine all of your requirements.
2. Obtain the **contact information** for the proper authorities governing each relevant license.
3. Obtain and confirm the **sequential process** for each license application. If you fail to follow specific procedures, this may delay your application.
4. Obtain the **proper forms** and confirm the fees for each license or registration. Don't forget to confirm that you have the current versions – application forms can change.
5. **Repeat the process** each time your licenses are up for renewal to ensure that the filing procedures, fees, and forms are still the same.

### Business License Research Services from CSC

If you would rather leave the research to CSC, contact us today for assistance. CSC can research your license, permit, and tax registration requirements and provide you with a customized Business License Compliance Package.

### Our Comprehensive Business License Solutions

- A Business License Research & Compliance Package
- Preparation and filing services
- Portfolio management solutions
- License verification services
- Audit & gap analysis services
- Fully managed license outsourcing

For more information, call **800.905.6584** e-mail [corpservices@cscinfo.com](mailto:corpservices@cscinfo.com).