

## The Truth about Business Licenses

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Many companies assume that obtaining a business license is a simple process. They plan to call their city or county office and ask the clerk for an application to get a general business license. What they don't take into account is that no single licensing authority regulates licenses, permits, and tax registrations "across the board." In addition, different industries may have additional requirements.

Regardless of a business's size, its compliance and tax officers must take numerous steps to ensure that the company operates according to federal, state, county, and municipal rules and regulations. Different jurisdictions have different licensing and permit requirements. The main challenge for the individual(s) in charge of managing an organization's business licenses and permits is ensuring that all necessary requirements are satisfied.

### Questions to Ask

There are many variables that can impact which licenses and permits you need, including:

- What is your industry? (Regulated industries tend to have additional licensing requirements.)
- Do you have employees?
- What kinds of products and services do you sell?
- Where does your business operate?

### **Possible Requirements**

In addition to the different factors that determine general licensing requirements, there are also a number of possible filings that government agencies may require, including:

- Tax Registrations
- Permits
- Regulated Licenses
- Withholding
- Employment Registrations
- Zoning Certificates

### **Possible Licensing Resources**

Due to these variables, you may need to contact numerous licensing agencies at different levels of government - city, county, state, and, in certain cases, even the federal government. This can be a very time-consuming task. One of the most common questions we hear is, "Where do I start?" Though this varies by industry and location, some possible resources include:

- Division of Revenue
- State Web Sites
- County Clerk
- City Planning Department
- Police or Fire Department
- City or County Health Department
- City or County Building Department
- Zoning Department

### CSC® Can Help

With all of these uncertainties and differing requirements, the task of researching and obtaining licenses is time consuming and complicated and often takes you away from your day-to-day responsibilities. However, CSC provides a suite of business license services that takes the hassle out of complying with licensing regulations at all levels of government.

CSC understands the complexities of proper licensing for all industries. Simplify the overwhelming process, and let us identify the licenses, permits, and tax registrations necessary for your business. Our services include industry-specific compliance requirements at the federal, state, county, and municipal levels:

- A **Business License Research & Compliance Package** that identifies and uncovers all business license requirements, per business location, with the federal, state, county, and municipal filing authorities
- **License Verification Services** to ensure that your licenses and permits are in “good standing” with the appropriate licensing authorities
- An **Audit & Gap Analysis** to uncover filings you have missed or licenses that may no longer be required
- **Business License Forensic Research** with only minimal information required about your jurisdiction and business activities
- **Preparation and Filing Services** with the appropriate state, county, and municipal licensing authorities
- A Web-based **Portfolio Management System** with customized data fields, custom alerts, reporting, and archived, scanned images of your licenses

- **Fully Managed Outsourcing** in which CSC acts as your address of record and offsite licensing department by preparing, filing, and renewing all your licenses

For more information, visit [www.cscglobal.com](http://www.cscglobal.com) today or call 866-403-5272.

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