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UA62/3 April Newsletter

WKU Small Business Development Center

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April 2008 Newsletter
www.wkusbdc.com

STEPS IN STARTING A NEW BUSINESS IN KENTUCKY

1. Write a business plan and secure funding.
2. Select a business name and choose an operating entity.
3. Register with the County Clerk and the Secretary of State.
4. Obtain a federal employer identification number (EIN) from the IRS, if appropriate.
5. Establish a business checking account. Consider a business savings account.
6. Register any trademarks or service marks with the Secretary of State.
7. Secure a zoning license/certificate of occupancy from the local zoning department.
 - a. Permits for any remodeling or new construction.
 - b. Sign permits for any exterior signage.
8. Obtain city and county occupational/business licenses.
9. Register with the Kentucky Revenue Cabinet as required for the following:
 - a. Kentucky General Business License if you collect sales tax.
 - b. Any business with employees or any business other than a sole proprietorship.
10. If you have employees, do the following:
 - a. Register with the Kentucky Department for Employment Services.
 - b. Purchase workers' compensation insurance from an insurance agent.
 - c. Report new employees immediately to KY New Hire Reporting (800.817.2262).
11. Check with the Business Information Clearinghouse (800.626.2250), the Secretary of State, & local city and county clerks to determine if any special licenses are required for your business.
12. Secure liability insurance and other coverage appropriate for your business.

USEFUL INTERNET SITES FOR START-UP INFORMATION

Kentucky Small Business Development Center:	www.ksbdc.org
Kentucky Secretary of State One Stop Licensing:	www.sos.state.ky.us
Kentucky Revenue Cabinet:	http://revenue.state.ky.us
Internal Revenue Service:	www.irs.gov
U.S. Small Business Administration:	www.sba.gov

APRIL TRAININGS



April 7th--ABC's of Starting your Business: Initiate a business with a strong foundation. This seminar will take you through the essential steps in starting a successful business. Learn about license and permit requirements. Participants will receive reference materials to use as they move forward in the business planning process. 6:00-8:00pm--FREE

April 21st--Writing a Business Plan: A business plan is a necessity for the success of your business! This seminar will cover the basics of creating a business plan, as well as emphasize the importance of goals and outline methods to achieve these goals. Critical topics such as business development, the marketing plan, advertising strategies, financial analysis & budgeting and business plan formatting will be covered. 6:00-8:00pm--FREE



April 28th--Introduction to QuickBooks for the Small Business: This seminar will cover the basic setup of QuickBooks and the basic operations. QuickBooks is the recommended accounting software for the small business. 6:00-8:00pm--FREE

All seminars are free and are conducted at the Housing Authority of Bowling Green, The Learning Center, 247 Double Springs Road.

ANNOUNCEMENT!



The contact information for Chris Bixler, Training Coordinator, has been updated. The phone number has changed and is now 270.467.7154. The old number has been discontinued and will no longer be working.

Sponsored by the Western Kentucky University
Small Business Development Center

Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact [Chris Bixler, 247 Double Springs Rd, (271)467-7154

