

**UNIVERSITY OF PITTSBURGH
SMALL BUSINESS DEVELOPMENT CENTER (SBDC)**

Checklist for starting a New Enterprise

GREENE COUNTY

The entrepreneur must consider more than the specific activities – production, marketing, accounting, and distribution – before starting a business. He or she must also consider the legal environment and government regulations of business and the related forms necessary to consider when going into business:

- Consult an attorney regarding the legal requirements of setting up and operating your business.
- Consult an accountant regarding the financial requirements of setting up and operating your business.
- Register the name of the business with the state (Fictitious Name Application).
- Make appropriate applications for licenses to operate in desired states.
- Obtain federal employer identification number (SS – 4).
- Apply for state workmen’s compensation and unemployment insurance.
- Determine applicable job safety and health regulations.
- Apply for local business licenses.

General Information

Things to Know – Places to Go for Assistance in
Starting and Managing a Small Business

Local Requirements:

Local property, income or business privilege taxes may affect your business. Contact your county, city, borough, township, or local school district for tax information.

Zoning is regulated at the local level. Before purchasing or renting any type of building for commercial purpose, be sure to check with the local municipality to assure that your particular type of business can be operated at the site you have chosen.

1. **Business Privilege License & Tax**: Required in Carmichaels Borough and Waynesburg Borough.

CONTACT:

Mary Lewis
200 South Market Street
Carmichaels, PA
(724) 966-5506
Fee: \$52.00 annually

Waynesburg Borough
90 East High St.
Waynesburg, PA 15370
(724) 627-8111
Hours: 8:00 – 4:00
Fee: \$127.00 annually

2. **Earned Income Tax Registration:** Every new business must register with the Bureau.

Keystone Collections Group
546 Wendel Road
STE 600
Irwin PA 15642
(724) 978-0300

Handles earned income and Per Capita tax for Greene County and
Municipalities as well as Business Privilege Tax.

Occupational Privilege Tax – Varies by local, verify by contacting Bureau.

3. **Federal Employer Identification Number**

Pick up SS-4 Form at: Internal Revenue Service
162 West Chestnut St.
Washington, PA 15301

Or Internet: www.irs.ustreas.gov

Also Available Online at <http://www.pabizonline.com>

Or call 1 (800) 829-3676 to have SS-4 Form mailed to you.

When you file this form you will automatically receive all other federal tax forms and instructions required for a new business. Your federal EIN will also be used as your Pennsylvania Employer Identification Number.

4. **Employer Statement Unemployment Tax Identification Number/Fayette - Greene**

Contact: Field Accounting Service
32 Iowa St.
Uniontown, PA 15401
(724) 439-7230

5. **Pennsylvania Sales Tax Licenses/Washington –Greene - Fayette**

Request the PA-100 Combined Registration Forms & Instructions, Required for all businesses and is also used to register the following licenses: Sales Tax, Hotel Tax, Cigarette Tax, Wholesaler Certificate and several other tax licenses such as small games of chance.

Contact: Pennsylvania Department of Revenue
George Stewart Building
75 East Maiden St. - Room 204
Washington, PA 15301
(724) 223-4550

Also Available Online at <http://www.pabizonline.com>

Or: 1 (800) 362-2050

6. **Federal Income Tax & Social Security Tax Withholdings**
(If employing one or more people)

Contact: IRS 1 (800) TAX-1040 for information
IRS 1 (800) TAX-FORM to order forms or publications

Or Internet: www.irs.ustreas.gov

Also Available Online at <http://www.pabizonline.com>

7. **Unemployment Compensation** (If employing one or more people)

Request the PA-100 Combined Registration Forms & Instructions

Contact: Pennsylvania Department of Revenue
George Stewart Building

75 East Maiden St. - Room 204
Washington, PA 15301
(724) 223-4550

Or Internet: <http://www.pabizonline.com>

Or: 1 (800) 362-2050

8. **Worker's Compensation** (If employing one or more people)

Contact: Private Insurance Carrier

Or State Workmen's Insurance Fund (SWIF) (717) 963-4635

Or Participate in a group self-insurance fund approved by the PA
Department of Labor & Industry (717) 783-4476

9. **Registration of Fictitious Name**

Contact: Department of State Corporation Bureau
P.O. Box 8722
Harrisburg, PA 17105-8722
(717) 787-1057

Or Internet: <http://www.pabizonline.com>

Before or after registering a fictitious name, you will be required to place an advertisement in two newspapers; i.e., one of general circulation in the county in which your business will be located as well as one in a legal paper in that same county.

Local Publications:

Greene County Messenger: (724) 852-2251

Observer-Reporter: (724) 222-2200 or 1 (800) 222-6397

Legal Journal:

The Greene Reports: (724) 627-9118

10. **Entrepreneurial Assistance Office:**

Call with specific business-related questions at (800) 280-3801 or (717) 783 – 5700

Other State Assistance/Requirements Phone Numbers

Sales Tax Questions
(Taxability of an item)
(717) 787 - 6229

Sales Tax Questions
(On a Sales Tax Account)
(717) 782 - 8839

Sales Tax Licensing
(717) 787 – 6229

Employer Registration
(717) 783- 8839

Corporate Taxes
(Rate & Base Changes)
(717) 783 – 6035

Corporation Bureau
(717) 787 - 1057

Fictitious Name Search Office
(717) 787 – 1057

Licensing Board
(717) 787 – 8503

Bureau of Professional & Occupational Affairs
(717) 787 – 8503

Charitable Organization Outreach
(717) 783 – 1720

Dept of Ag – Food & Sanitation Inspector
(Greene, Washington & Fayette Counties)
(724) 443-1585

Greene County Contacts for Licensure and Zoning

Aleppo Twp. Office
(724)428-5147

Carmichaels Boro. Office
(724)966-5506
\$52 Annual Business License

Center Twp. Office
(724)499-5487

Clarksville Boro. Office
(724)377-0155

Cumberland Twp. Zoning Office
(724)966-8980

Dunkard Twp. Office
(724)839-7273

Franklin Twp. Zoning Office
(724)627-5473
Zoning Approval

Freeport Twp. Office
(724)451-8390

Gilmore Twp. Office
(724)447-2005

Gray Twp. Office
(724)428-9878

Greene Twp Office
(724)966-5765

Greensboro Boro. Office
(724)943-3612

Jackson Twp. Office
(724)499-5713

Jefferson Boro. Zoning Office
(724)883-2774
Junk Yard License

Jefferson Twp. Zoning Office
(724)322-2166
Zoning Permit

Monongahela Twp. Office
(724)943-3935

Morgan Twp. Office
(724)883-2150

Morris Twp. Zoning Office
(724)428-4204

Zoning Approval
Perry Twp. Office
(724)324-2861

Rices Landing Boro. Office
(724)592-6055

Richhill Twp. Office
(724)428-4465

Spring Hill Twp. Office
(724)447-2455

Washington Twp. Office
(724)627-6471

Wayne Twp. Office
(724)435-7316

Waynesburg Boro. Office
(724)627-8111
\$127 Business Privilege Permit
Zoning Permit

Whiteley Twp. Office
(724)852-2168