



JOHNSTON COMMUNITY COLLEGE Small Business Center



Resource Checklist

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Many of these resources are **free** and will help you research, plan, and build your business foundation. Utilize this information to better prepare, identify your goals, and measure success.

Put it in Writing: organizing a plan shows commitment

1. <https://www.ncsbc.net/DocumentMaster.aspx?doc=1034> (Business Plan Templates)
2. <https://edpnc.com/start-or-grow-a-business/start-a-business/small-business-resources/>
3. <https://www.ncsbc.net/center.aspx?center=75280> (SBC at JCC)

Choose a Business Structure: (sole proprietor, LLC, Corporation, etc.)

1. https://www.sosnc.gov/Guides/launching_a_business/business_structure
 - Set up LLC or Corporation on this site.
 - Access registration forms (can register online).
 - Tutorial videos and checklist provided
2. <https://www.nccommerce.com/business/start-business-north-carolina>
 - Provides similar guidelines and instructions
3. <https://edpnc.com/start-or-grow-a-business/start-a-business/business-forms/>
 - Provides Assumed Business Name Forms (DBA), register of deeds forms, etc.

Choose a Name: search these sites to make sure no one else has already claimed the name

1. https://www.sosnc.gov/online_services/search/by_title/Business_Registration
2. <https://www.uspto.gov/patents/search> (check patent, trademarks)
3. <https://www.copyright.gov/registration/> (copyright information)
4. <https://www.johnstoncc.com/rod> (Johnston County Register of Deeds)

Request Employer Identification Number (EIN): (also known as Tax ID.)

1. <https://www.irs.gov/>
 - Click "Apply for EIN link"
 - Make a copy of your paperwork for your files
 - Use SS-4 form; 1-800-829-5160
2. <https://www.johnstoncc.com/rod-> Register Assumed Name with Johnston County
 - Complete form and take copy to Register of Deeds Office (Registration fee)

Request NC Sales Tax and Use Number: (if selling material or products)

1. <https://www.ncdor.gov/taxes-forms/sales-and-use-tax> (1-877-252-3052)

Hiring contractors or employees? Read legal affairs and laws: <https://www.labor.nc.gov/>

Open Bank Account, get insurance quotes, and legal advice from trusted local vendors.

NOTE: FREE WEBINARS!

Many of these topics are taught by business consultants in free online classes scheduled by small business centers across the state. Instructions on how to search and register for webinars on back.

SBCN Webinar Registration Instructions



Suggested topics to get started include:

- Am I Entrepreneurial Material?
- Legal Business Structure (Business Structures 101)
- How to Start a Business
- How to Write a Business Plan

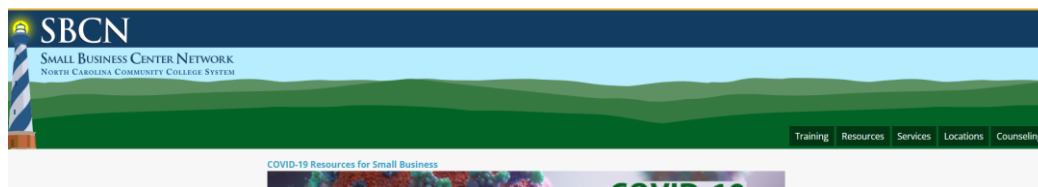
Go to JCC SBC webpage:

<https://www.johnstoncc.edu/continuing-education/smallbusinesscenter/index.aspx>

Click on **Seminars/Webinars**

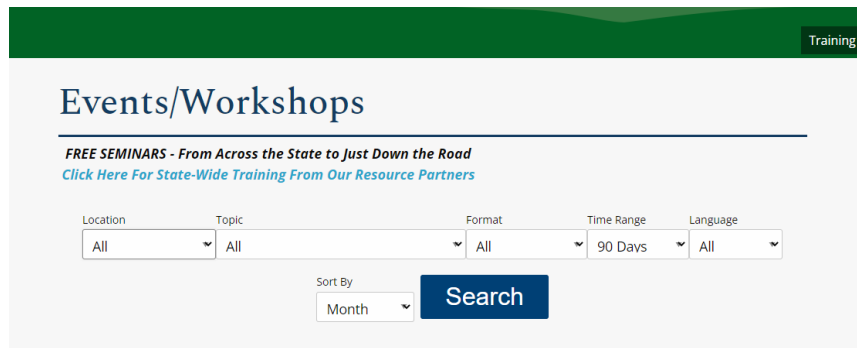


For **Additional Webinars**: Go to the SBC Network: <https://www.ncsbc.net/>



Click **Training**

Change the Events/Workshops Location to **ALL**.



Click **SEARCH**.

Register for topics of interest. (You may need to register twice; once for the class and again for the class online link.)

IMPORTANT NOTES:

1. **Make sure the event is ONLINE.**
2. **Please attend once registered. No shows jeopardize our ability to offer these sessions for free.**

If you need assistance with locating online webinar topics, please contact:

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