

# STARTING A BUSINESS IN WILLIAMSON COUNTY

## STEP 1

### CODES COMPLIANCE LETTER

If new business is in a city limit you need a CODES COMPLIANCE LETTER (also called a Certificate of Occupancy) from the applicable city.

Take the city compliance letter to the Williamson County Community Development office (615-790-5725) and obtain a COUNTY codes compliance letter.

Brentwood charges \$20 for the compliance letter and Fairview charges \$15. No other cities charge. The County charges \$20 for the county letter.

## STEP 2

### BUSINESS LICENSE

You will need a BUSINESS TAX LICENSE application. This can be obtained at the Williamson County Complex in the County Clerk's office - business tax office or it can be mailed to you by callina (615-790-5732).

Take the completed BUSINESS TAX LICENSE APPLICATION LETTER, the LETTER(S) OF CODES COMPLIANCE - county and city if necessary, and PHOTOS OF EACH BUSINESS OWNER to the business tax office to obtain your business license.

The county charges \$22 for a business tax license. All cities except Nolensville require you to obtain a city business tax license if you are in their city limits. The usual charge by the cities is \$20.

# STARTING A BUSINESS IN WILLIAMSON COUNTY Cont.

## STEP 3

### FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)

This number is used to identify a business entity and will be used frequently on various tax returns and filings.

You can obtain a federal employer identification number online at [www.irs.gov/businesses/small](http://www.irs.gov/businesses/small) or by phone at 1-800-829-4933.

## STEP 4

### FRANCHISE & EXCISE TAX

Most businesses (except general partnerships, sole proprietorships and those businesses exempt in T.C.A. 67-4-2008) organized for profit and doing business in Tennessee are subject to the state's franchise tax.

To register for franchise & excise taxes go online to [www.tennesseeanytime.org/bizreg](http://www.tennesseeanytime.org/bizreg). You will be able to get registered and also pay any taxes due online.

# STARTING A BUSINESS IN WILLIAMSON COUNTY Cont.

## STEP 5

### STATE SALES TAX EXEMPTION CERTIFICATE

If you plan to sell products you will need a sales tax exemption certificate. It allows you to purchase inventory or materials; which will become part of the product you sell, from suppliers without paying sales tax. It requires you to charge sales tax to your customers which you are responsible for.

If you are going to sell products you will have to apply for a TENNESSEE GOVERNMENT ACCOUNT NUMBER. You can apply for this (and also pay the sales tax incurred) online at [www.tennesseeanytime.org/bizrea](http://www.tennesseeanytime.org/bizrea).

## STEP 6

### IF HIRING EMPLOYEES

If you hire any employees you will have to make periodic payments and/or file quarterly reports about payroll taxes and other mandatory deductions. Unemployment tax will be due to both the federal government (FUTA) and to the state (SUTA).

For state unemployment tax (paid only on the first \$7,000 of each employee's wages) you can go to [www.tennesseeanytime.org/bizreg](http://www.tennesseeanytime.org/bizreg) to register and pay taxes. For federal unemployment tax information you go to [www.irs.gov/pub/irs-pdf/i940.pdf](http://www.irs.gov/pub/irs-pdf/i940.pdf).

Also if you hire 5 or more employees you will have to provide workmen's compensation insurance which is obtained through commercial insurance agents.