

## Business Startup Checklist

The first and most important step for individuals interested in establishing a business is to schedule an appointment with the Brownfield Chamber of Commerce, Executive Director. After doing so, a visit to the Small Business Development Center in Lubbock, Texas for a free consultation will assist with the planning process, the following is a list of available information to help you get started.

The Texas Tech SBDC is located at 2579 S. Loop 289 Ste 114, Lubbock, TX 79423, (806) 745-1637. Their web site is: [www.ttusbdc.org](http://www.ttusbdc.org).

1. Deciding on the legal structure of the business.
  - a. Sole Proprietorship - Single ownership
  - b. Partnership - Multiple ownership that share financial responsibility
  - c. Corporation - a business firm whose articles of incorporation have been approved by application for the State of Texas.
  
2. Contacting the appropriate local/state/federal agencies to register a business.
  - a. For a Sole Proprietorship or Partnership  
Register with the Terry County Clerk, located in the courthouse at 500 W. Main Street in Brownfield, Texas in Room 105 or call (806) 637-8551. A DBA (Doing Business As) form can be obtained to completed at a cost of \$9.00 for the county to keep on record.
  - b. For a Partnership contact an attorney to obtain legal advice and to draw up the partnership agreement to determine the division of assets and liabilities.
  - c. For a Corporation contact the Office of the Secretary of State of Texas- P.O. Box 13697-Austin-TX 78711-3697 - (512) 463-5555, to obtain guidelines to incorporate and register as a domestic or foreign business (to get certificate of authority). Contact an attorney for legal advice and counsel.
  
3. For new start-ups:
  - a. Contact local city officials for building codes, permits and licenses at (806) 637-4547 and ask for the Senior Inspector.
  - b. If you are starting a food service business, you will need a health permit issued by the South Plains Health Department regional office at 606 N. 4<sup>th</sup> Street, P.O. Box 1291, Lamesa, TX 79331 (806) 872-5863.
  - c. Hire an accountant to advise you on how to proceed with recording and filing tax liabilities such as payroll, workers compensation and federal unemployment.

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4. Contact Comptroller of Public Accounts for determination of appropriate state taxes to be collected for a business (retail/wholesale); Comptroller of Public can be accessed at:
  - a. Accounts Austin Office - LBJ State Bldg. - 111 East 17th, Austin, TX 78774, (800) 252-5555.
  - b. Lubbock Office - 6202 Iola Avenue, Ste. 900B, Lubbock, TX 79424-2733, (806) 783-0316.
  
5. Contact the Chamber of Commerce for advocacy assistance if you need help working with a local public agency. Contact at 211 Lubbock Road, P.O. 152, Brownfield, TX 79316, (806) 637-2564.
  
6. Contact Brownfield Industrial Development Corporation if you are starting a new business, especially if your business is manufacturing and/or industry and need financial assistance. Contact at Brownfield City Hall, 201 W. Broadway, Brownfield, TX 79316, (806) 673-4547.
  - a. If you are seeking financial assistance, you must have personal capital to invest in your business. The SBDC can assist you in developing a business plan to budget.
  
  - b. Also, if you have been denied credit or employment in the past 30 days, you can get a complimentary copy of your credit report from the credit bureau that was used in the denial.
  
  - c. If you need to borrow money, you can get a credit report on your status from one of the three credit reporting agencies. (All information will be the same regardless of who you get it from.) Costs vary from agency to agency; some provide the first free.
    - i. Experian (Formerly TRW)-National Consumer Assistance Center-PO Box 949-Allen-TX 75013-0949 - (888) 397-3742.
  
    - ii. Equifax-Equifax Information Services Center-PO Box 740241-Atlanta-GA-30374 - (800)-685-1111.
  
    - iii. TransUnion Corp.-National Consumer Disclosure Center-PO Box 7000-North Olmstead-OH-44070 - (800) 680-7289.
  
7. Contact Texas Workforce Commission for unemployment taxes if company is to hire personnel. Texas Workforce Commission Tax Office-4611 50th Suite D-79414- (806) 791-4251.

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8. Contact the Internal Revenue Service (IRS) to obtain taxpayer identification number. This is also the taxpayer's social security number. Application for this number is made on Federal Form SS-4 which may be obtained from the IRS. Internal Revenue Service: (800) 829-1040. Credit Reporting Agencies & Bureaus. Learn more and find forms at [www.irs.gov](http://www.irs.gov).
9. Make sure to register with the Better Business Bureau: 916 Main St., Suite 800-79401 - (806) 763-0459 to make sure when people begin to see your business, the bureau can provide information on you that validates.
10. Other government agencies that will be of service to you.
  - a. Texas Worker's Compensation Commission - 22 Briercroft Office Park Ste. A 79412 (806) 744-4569.
  - b. Texas Dept. of Licensing & Regulation POB 12157 - Austin - TX - 78711 - 512/463-6599 \* (800) 803-9202.
  - c. Texas Dept. of Economic Development POB 12728 - Austin - TX - 78711 - 512/936-0081 \* (800) 888-0511. [www.tded.state.tx.us](http://www.tded.state.tx.us)
  - d. Texas Department of Health, Occupational Safety Board - (806) 767-0435.