



New Business Contact List

The types of information needed and licensing and tax requirements vary based on the individual characteristics of each business. The following list is not all inclusive but contains contact information for various federal, state, and local governmental agencies that can assist with information to establish a new business.

Agency Contact List for Common Licenses and Taxes	
Corporate Income Tax Franchise Tax Individual Income Tax Merchants Certificate of Registration (Sales and Use Tax Number) Privilege License Tax Sales and Use Tax Withholding Tax	North Carolina Department of Revenue 1-877-252-3052 https://www.ncdor.gov/
Alcoholic Beverage Excise Tax IFTA Permits Motor Fuels Permits Property Tax Tobacco Products Tax	North Carolina Department of Revenue 1-919-754-2631
Installment Paper Dealer Tax	North Carolina Department of Revenue 1-877-308-9103
Alcoholic Beverages Permit	ABC Commission 1-919-779-0700 https://abc.nc.gov/
Business Formation Notary Public Licensing Business Registration Requirements	North Carolina Secretary of State 1-919-814-5400 https://www.sosnc.gov/

Unemployment Insurance	Employment Security Commission of North Carolina 1-919-707-1150 or toll free at 1-866-278-3822 https://des.nc.gov/
Workers Compensation	NC Industrial Commission 919-807-2501 or 800-688-8349 https://www.ic.nc.gov/ The North Carolina Rate Bureau or your insurance agent 1-919-582-1056 http://www.ncrb.org/
State Labor Law Regulations	North Carolina Department of Labor 1-919-807-2796 or 1-800-LABOR https://www.labor.nc.gov/
Health and Safety Wage and Hour	North Carolina Department of Labor – Division of Occupational Safety and Health 1-800-625-2267 https://www.labor.nc.gov/safety-and-health/occupational-safety-and-health
Child Day Care Licensing	Division of Child Development 1-919-814-6300 or 1-800-859-0826 (In-State only) https://ncchildcare.ncdhhs.gov/Home/Contact
Motor Vehicle Dealer’s License	Division of Motor Vehicles 1-919-715-7000 https://www.ncdot.gov/dmv
Unclaimed Property	North Carolina Department of State Treasurer 919-814-4000 https://www.nctreasurer.com/
Small Business Counseling and Registration Information	Business Link North Carolina 800-228-8443 http://blnc.gov

Federal Taxes and Licenses Contact List

Federal Employer Identification Number (FEIN) Employment Taxes: Federal Income Tax Withholding, FICA (Federal Insurance Contributions Act), and FUTA (Federal Unemployment Tax Act)	Internal Revenue Service 1-919-850-1100 (Raleigh Office) 1-800-829-1040 (for individuals) 1-800-829-4933 (for businesses) https://www.irs.gov/
License for Firearms and Ammunitions	Bureau of Alcohol, Tobacco, Firearms, & Explosives 1-704-716-1830 https://www.atf.gov/

Loans and Grants

Small Business Association

<https://www.sba.gov>

Contact your city or county offices for information on the following:

- Building Inspection
- City Licenses and Business Tax
- County Licenses and Business Tax
- Fire Prevention Inspection – Local Fire Department
- Food Handlers Inspection – Health Department
- North Carolina Assumed Name Act – Register of Deeds Office
 - For partnerships which do not use the name of the principals
 - For sole proprietors which do not use the name of the owner in the business name
- Occupancy Tax
- Prepared Meals Tax
- Sign Permits
- Zoning Information