



Gero & Evaul

Certified Public Accountants and Consultants
A Partnership of Professional Associations

THE STARTING STEPS TO SUCCESS (For a Florida Business)

Starting a new business can be a very overwhelming process. The information below is intended to help guide you through this process. Please note that this is not legal advice. If you want technical guidance on how to start a business, including proper entity selection and structure please contact our office at Info@GeroandEvaulecpa.com.

- ❖ Visit the Department of State's website, www.sunbiz.org, to register your particular entity (Corporation, LLC, Partnership, etc.) with the state. You can also obtain the forms necessary for your fictitious name registration at this site.
 - Please note that it is very important that you file your annual report each year with the Department of State once you have completed the registration process. This report is due by May 1 of each year. Failure to do so will result in hefty penalties.
- ❖ Form SS-4, is a request for an Employer Identification Number (EIN). This form can now be filled out online at <https://sa2.www4.irs.gov/modiein/individual/index.jsp>. This form may also be faxed into the IRS and an EIN obtained over the phone as long as all necessary information is completed and an authorized signature is present on the faxed in form. There is no fee applicable to this form. This form and its directions can be obtained at www.irs.gov.
- ❖ Before transacting business check with your local municipality or county about obtaining an occupational license. This may also be referred to as a Business Tax Receipt. The cost of the occupational license depends on the type of business, number of employees and/or accommodations you have.
- ❖ Form 2553, Application for S-Corporation status. In certain scenarios it is advised that if you incorporate, you also apply for S-Corporation status with the IRS. There are various tests required for S-Corporation status. Among these tests are:
 - Be a domestic corporation
 - Have only allowable shareholders (which generally includes resident individuals, certain trusts and estates).
 - Have no more than 100 shareholders and only one class of stock.
 - Not be an ineligible corporation i.e. certain financial institutions, insurance companies, and domestic international sales corporations.

In order for the S-election to take effect it is important that the Form 2553 be filed no later than the fifteenth day of the third month for the tax year in which you want the S-election to take effect. Please consult our office or another tax professional for more information on if an S-Corporation is right for you, and if your particular entity is eligible for S-Corporation status.

- ❖ Form DR-1, Application to Collect and of Report Tax. This form is filed with the Florida Department of Revenue and is necessary to receive a sales tax certificate number and a state unemployment tax account number with the state of Florida. The five dollar filing fee for sales tax can be avoided if you file the DR-1 online at <http://dor.myflorida.com/dor/>. If you are purchasing a business from another entity you may also want to consider transferring their existing state unemployment tax rate by filling out the form UCS-1S.



Gero & Evaul

Certified Public Accountants and Consultants
A Partnership of Professional Associations

- ❖ While you are at Florida Department of Revenue's website you may also want to check out how to enroll for e-filing services. This will allow you to register for e-filing taxes such as sales tax and unemployment tax returns and payments for these taxes. You will need to provide them with your business bank account and routing number in order for them to electronically debit your account for payments. You are required to e-file for sales tax if you paid \$30,000 or more in taxes during the prior state fiscal year (July to June), operate in multiple locations and file consolidated returns, remit any fuel tax. You are required e-file for unemployment tax if you employed ten or more employees during any quarter in the prior state fiscal year.
- ❖ After Dec. 31, 2010, taxpayers are required to deposit federal taxes (this includes federal 941 and 940 payroll deposits) through the Electronic Federal Tax Payment System (EFTPS). You must first visit www.eftps.gov for enrollment. After your information is validated with the IRS, you will receive a Personal Identification Number (PIN) in five to seven business days via U.S. Mail.

For more detailed information on how to successfully start your business or if you have any questions on the information above please feel free to contact our office at anytime. Please note that proper entity selection and structuring is vital to any business. Contact our office if you are unfamiliar with the proper way to structure your new business venture.