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VBOC NY/NJ  
Arsenal Business & Technology Partnership**

**NJ Steps in Getting Started**

- 1. Establish a Business Entity**
  - a. Certificate of Incorporation, LLC, S-Corp  
State of New Jersey Department of the Treasury, Division of Revenue and Enterprise Services  
(609) 292-6748  
[www.nj.gov](http://www.nj.gov)
  - b. Business Certificates (Sole Proprietorship or Partnership) / DBA  
Local County Clerks Office
- 2. Obtain Local Permits**

Local Health, Fire and Building Departments (depending on location and business type)
- 3. Verify Zoning Requirements**

Village, Town or City Zoning Board
- 4. Obtain Federal Employer Id Number (EIN)**

Internal Revenue Service  
Form – SS-04  
(800) 829-4933 or (518) 427-4250  
[www.irs.gov](http://www.irs.gov)
- 5. Become Authorized to Collect Sales Tax**

State of New Jersey Tax Center  
(866) 534-7789  
<http://www.nj.gov/njbusiness/tax/>
- 6. Verify that you have the correct Licenses and/or Permits**

New Jersey Business Action Center  
(866) 534-7789  
<http://www.nj.gov/njbusiness/licenses/>
- 7. Self Employment Taxes**

Internal Revenue Service  
Form 1040 (Estimated Taxes – Form 1040ES)  
(800) 829-4933 or (518) 427-4250
- 8. Liability Insurance**

Check with Insurance Agencies.

**9. If you Have Employees:**

- a. Obtain NYS Unemployment Insurance  
State of New Jersey Department of Labor and Workforce Development  
(609) 659-9045  
<http://lwd.dol.state.nj.us/>
  
- b. Obtain Worker's Compensation Insurance and Disability  
State of New Jersey Department of Labor and Workforce Development  
(609) 659-9045  
<http://lwd.dol.state.nj.us/>
  
- c. Payroll Withholding  
Internal Revenue Service  
(800) 829-4933  
[www.irs.gov](http://www.irs.gov)  
  
State of New Jersey Department of Treasury  
(609) 292-6748  
<http://www.state.nj.us>
  
- d. Health Insurance Options  
State of New Jersey Department of Health  
Consider local Chambers of Commerce or Trade Associations  
<http://www.nj.gov>