

# STEPS IN STARTING A BUSINESS

## **1. PLANNING & ZONING DEPARTMENT**

1120 San Bernardo Ave. (956)794-1613

## **2. GO TO COUNTY CLERKS OFFICE – COURTHOUSE**

1000 Houston St. OR CALL (956) 523-4266

- A. Search the “Record of Assumed Names”- to determine whether the name You have chosen is not being used.
- B. If not, obtain from, “Assumed Name Records –Certificate of Ownership” And complete as per instruction of County Clerk. There will be a charge to record the form.

## **3. GO TO STATE OF TEXAS COMPTROLLER’S OFFICE**

1202 Del Mar Blvd. Suite 1 or Call (956) 722-2859

- C. Retail Business – Apply for Sales Tax Permit
- D. Other Permits – Tobacco-Gasoline

## **4. GO TO TEXAS ALCOHOLIC BEVERAGE COMMISSION TO OBTAIN A LICENCE (Applicable for Restaurants & Bars)**

1200 Washington St. (956) 523-4603.

## **5. INTERNAL REVENUE SERVICES (IRS)**

300 East 8<sup>th</sup> St., Room 121 Austin, TX. 78791 Or Call 1-800-829-1040

- E. Apply for Employer Identification Number- Form SS-4 Federal Tax & FICA for Employees, etc.

## **6. FOOD HANDLERS- RESTAURANTS**

2600 Cedar (956) 795-4904

## **7. TEXAS WORKFORCE COMMISSION**

2389 E. Saunders Call (956) 794-6500

## **8. COUNTY TAX ASSESSOR & COLLECTOR’S AND CITY TAX OFFICE**

1110 Victoria Call (956) 791-7402

- A. If business started after January 1<sup>st</sup> – no taxes (inventory & fixture taxes) will be Paid for the first year- however they will have to pay the second year.