

## **NEW BUSINESS COMPLIANCE INFORMATION**

NOTE: This list may not be complete, depending upon your business type, in some cases some or none may apply. Please contact the agencies listed for help in deciding which items will apply to your specific business situation. It is the responsibility of the owner/manager to seek out any other governmental agencies involved in the regulations of their business. Please keep in mind that this is a guideline only.

### **STATE TAX INFORMATION**

For information related to Income Tax, State Sales Tax, Use Taxes and other applicable state taxes, contact the State Tax Commission.

210 N. 1950 W., Salt Lake City, Utah 84134  
Phone: 801-297-2200

### **FEDERAL EMPLOYER'S TAX ID NUMBER & FEDERAL TAX INFORMATION**

Contact the IRS for information related to income, excise, self employment, tip credits and other federal taxes. Every person who pays wages to one or more employees, or is required to file federal reports, must apply for a tax number. The IRS also provides a business tax kit and tax seminar for businesses. The seminar will provide you with basic instructions and forms. Sole proprietors, with no employees, may use their social security number in lieu of an EIN number. If you have questions, please contact the IRS.

50 S. 200 E., Salt Lake City, Utah 84111  
Phone: 1-800-829-1040

### **REGISTRATION OF A BUSINESS NAME / CORPORATIONS**

All persons or partnerships doing business in Utah under an assumed business name must register with the Secretary of State. Corporations, LLC's, etc. must file articles and name registration. (Exceptions: Federally Chartered Banks, Sovereign Nations, & Insurance Agents)

Department of Commerce: Heber M. Wells Building  
160 E. 300 S. Salt Lake City, Utah 84111  
Phone: 801-530-4849  
Cost: Corp. Filing Fee \$52.00 Registration of Name: \$22.00

### **STATE BUSINESS LICENSING**

Under certain circumstances, a special state business license may be required for your business. Consult with The Utah Department of Registration for more information. A state license does not exempt the business from obtaining a local business license.

Heber M. Wells Building  
160 E. 300 S., Salt Lake City, Utah 84111  
Phone: 801-530-6628

### **FOR VEHICLE LICENSES, i.e.: DEALERS, AUTO BODY WORK, ETC. CONTACT THE UTAH STATE DIVISION OF MOTOR VEHICLE ENFORCEMENT.**

210 N. 1950 W., Salt Lake City, Utah 84134  
Phone: 801-297-2600

### **SALT LAKE COUNTY HEALTH DEPARTMENT**

Salt Lake County Health Department has requirements for newly licensed and permitted establishments such as: Cosmetology, Day Cares, Massage, Tanning facilities, Hotels/Motels, Restaurants and other food and drink establishments. (Ownership changes are considered newly licensed & are required to be approved prior to beginning or continuing business). Please contact the Health Department for information.

788 E. Wood Oak Lane (5380 South), Murray Utah 84107  
Phone: Food Protection: 385-468-3845 (Restaurants, Bars, Food Services)  
All Other Departments: 385-468-3835 (All Other Issues: Sanitation, Salons, Etc.)  
Prepackaged Consumption Items: Contact the Dept. of Agriculture: 801-538-7124

## **SAFETY REGULATIONS**

Contact the Utah Labor Commission, Division of Occupational Safety and Health (Utah OSHA):

Heber M. Wells Building  
160 E. 300 S. 3<sup>rd</sup> Floor, Salt Lake City, Utah 84111  
Phone: 801-530-6901 or 1-800-530-5090  
[www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)

## **PROPERTY TAXES**

Property taxes are levied on land, buildings & equipment used in a business. Please contact the Salt Lake County Treasurer for information:

2100 S. State Street, Salt Lake City, Utah 84190  
Phone: 801-468-3050

## **UNEMPLOYMENT INSURANCE**

Unemployment insurance, both state & federal, is generally required in firms with one or more employees. For information, contact the Department of Workforce Services - DWS.

140 East 300 South, Salt Lake City, Utah 84145  
Phone: 1-800-222-2857

## **WORKERS COMPENSATION INSURANCE**

Workers compensation insurance is required of all employers. This insurance may be obtained from private companies or the Worker's Compensation Fund. For information, contact The Utah Labor Commission, Division of Industrial Accidents. Businesses without employees may be required to complete an exclusion policy or worker's compensation waiver. For more information:

Heber M. Wells Bldg.  
160 East 300 South 3<sup>rd</sup> Floor, Salt Lake City, Utah 84111  
Phone: 801-530-6901 or 1-800-530-5090  
[www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)

## **MINIMUM WAGE LAW**

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. For information, contact the U.S. Department of Labor, Wage & Hour Division:

Salt Lake City District Office  
Eagle Gate Plaza & Tower  
60 East South Temple Street, Suite 575  
Salt Lake City, Utah 84111-1016  
Phone: 801-524-5706 or 1-866-4-USWAGE (1-866-487-9243)

For businesses not under federal jurisdiction, please contact the Utah Labor Commission – Wage Claim Unit:

Heber M. Wells Bldg.  
160 East 300 South 3<sup>rd</sup> Floor, Salt Lake City, Utah 84111  
Phone: 801-530-6901 or 1-800-530-5090  
[www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)

## **ADDITIONAL RELATED PHONE NUMBERS:**

Better Business Bureau	801-892-6009
Bureau of Child Care Licensing	801-538-9288
Division of Consumer Protection	801-530-6601
Department of Motor Vehicles	801-297-2600
DABC (Alcohol Licensing)	801-977-6800
BCI (Background Investigations)	801-965-4445    3888 W 5400 S, West Valley City, Utah (FBI check)
Insurance Division	801-538-3800