

TUSCARAWAS COUNTY, OHIO

GUIDE TO NEW BUSINESSES

JULY 1, 1999

ISSUED BY:

TUSCARAWAS COUNTY AUDITOR

MATT JUDY

VOLUME I

GUIDE TO NEW BUSINESSES
MATT JUDY - AUDITOR

VOLUME I

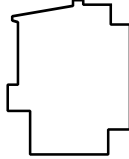
Table of Contents

Page:	Page description
1.....	Introduction
2.....	New Business Requirements
3.....	Types of Business Entities
4.....	Purchasing a Business
5.....	Obtaining Loans & Capital
6.....	Local/Municipal Income Taxes
7.....	Errors in Filing Personal Prop.
8.....	Special Phone Numbers
9.....	Returns to File
10.....	A Final Note from the Auditor
11.....	Tax Forms Appendix
11a.....	IRS Form SS-4 & Instructions (obtaining an EIN)
11b.....	IRS Form 8594 & Instructions (Asset Acquisition Stmt.)

Auditor's Office

Tuscarawas County

MATT JUDY, Auditor
125 E. High Avenue
New Philadelphia, Ohio 44663



Telephone
(330) 364-8811
Extension 220 or 225

July 1, 1999

Dear New Business Owner:

The Tuscarawas County Auditor's Office and I personally want to congratulate you on starting your new business. While there will be many trials associated with the operations of a business, the rewards and personal satisfaction associated with running one can be phenomenal. You should be congratulated on having the courage to take the first step.

As a former small business owner myself, it has been mine and other professionals in my staff's experience that the framework of requirements of a small business has never been formally laid out. We have attempted to pool our combined resources and knowledge to make this Guide a useful tool for all new businesses and to take the effects of these combined experiences and make them available to make sure that you don't fall victim to the chaos that is starting a new business.

There are a number of decisions that you will be required to make and there are a number of reports, taxes and licenses which you may be required to obtain in order to properly run your business, be in compliance with tax reporting, and to not violate the law. The penalties on some of these items can be staggering, and it is our goal with this Guide to at least identify some of the common problem areas that we have encountered through the years so that you may benefit from our experience.

We feel that this Guide can help in getting you started on the right foot. However, it is also our belief that it would be in your best interest to review all of these issues with a professional business advisor. This Guide is not intended to answer all of your questions or solve all of the problems of a small business, and a CPA, CFP, tax professional or attorney should be able to address your questions on a more cases by case basis. This Guide is not intended to replace them, but it is intended to educate the new business owner about some of the items and questions which you may encounter.

Once again, congratulations on the beginnings of your business and we hope you find the experience prosperous and rewarding.

Sincerely,

A handwritten signature in black ink that reads "Matt Judy". The signature is written in a cursive style with a large, looped "J" at the end.

MATT JUDY
Tuscarawas County Auditor

REQUIREMENTS OF A NEW BUSINESS

The first step in understanding how to operate a business is to understand the rules under which all businesses must operate. There are a number of responsibilities that you undertake as the operator of a small business, and the following items are meant to identify some of these issues:

1. Requirement to collect and remit sales tax for the State of Ohio.

Certain types of businesses are required by law to collect and remit sales taxes in the State of Ohio. These taxes are collected on top of what you charge a customer to purchase a product or service. The collection of sales taxes requires that you purchase a vendor's license from the Auditor's Office. There are a number of different frequencies which you can choose to report and send your sales tax monies to the state, including Semi-Annual, Quarterly and monthly. **Presently, the sales tax rate in Tuscarawas County is 6%.** The initial cost of a vendor's license is \$25 and is renewed annually at a charge of \$10. If you move your business location, you are also required to end your old license and obtain a new license.

2. *Filing and Initial, 90 day Personal Property Tax Return (Form 920-NT)*

All new businesses are required to report their estimated values of tangible property for the tax year in which they start operation within ninety days. Tangible personal property includes inventory, equipment, furniture, fixtures and machinery. There is an exemption amount of up to \$10,000 for the first year and most taxpayers are not required to pay any personal property tax with this return.

3. *Obtaining a Federal Employer Identification Number (Form SS-4)*

Businesses are required to obtain an Employer Identification Number (or EIN) from the IRS. This number is used to track reporting of the business entity. The form with which to file and obtain the number is IRS Form SS-4 (a copy of the form is provided in the appendix to this Guide). You can call the IRS and obtain the number over the phone after filling out the form as long as you agree to mail the form to the IRS within 24 hours of speaking to them. Entities other than sole proprietors must have an identification number. Sole proprietors who pay payroll taxes or issue information returns to the IRS must also have an employer identification number in addition to their social security number.

4. *Timely filing of Returns.*

While the notion of filing returns on time may seem a bit trivial, it is important to identify what returns you need to file and by what dates. A non-inclusive list of returns required to be filed and their due dates is included in this Guide. A business professional can help you identify the returns which apply to your business. Tax agencies are often mandated to impose penalties (and interest if there is a payment due) when a return is not timely filed. Secondly, returns which require a payment are usually not considered to be filed timely unless the full payment is received with the return. Filing on time can become critical in saving money as it stops the imposition of penalties, not to mention the costs to reconstruct the returns in time and/or professional fees.

5. *Setting up an accounting system & filing payroll taxes, W-2's and 1099-MISC's.*

If you will be paying payroll or if you will be paying vendors who are unincorporated, it is imperative that you get your accounting system set up to be able to handle the gathering of information required to report. The manner and items in the accounting system is a matter for you to resolve with a professional. However, payroll requires that certain taxes be deposited in different frequencies, such as daily, monthly, quarterly or semi-annually and annually. The reporting of payroll usually requires quarterly and/or semi-annual returns as well as the issuance of W-2's at year-end. Payments made for services to unincorporated vendors are also required to be totaled and forwarded to the IRS on Form 1099-MISC.

TYPES OF BUSINESS ENTITIES

Probably one of the most confusing yet important decisions you will need to answer is the question, “What form of business entity do I want to be?”. This is a question that is imperative to answer because it will effect not only the returns you file but also the way in which you are taxed. The following should acquaint you with the types of entities and some of the advantages and disadvantages:

- **Sole Proprietorships**-This is the most common form of business. It is an entity where an individual simply runs a business and reports his/her income on their personal income tax return. The revenue and expenses of the business are reported on Federal Schedule C. It is administratively the easiest to run, but carries unlimited liability to the owner, extending to their personal assets.
- **Partnership**-Partnerships are a form of business whereby there are two owners in business, and generally, the partners have unlimited liability to their personal assets. Partnerships file informational returns only (Federal Form 1065), as their income/loss is reported on the partners individual tax return. The partnership is only taxed at the partnership level when filing with municipalities.
- **“C” Corporations**-These types of entities are common in business because they allow a number of shareholders to own them and limit liability to shareholders to only what they invest in the corporation. However, “C” corporations can sometimes require a higher level of bookkeeping and record retention and they must be incorporated with the state. “C” corporations are taxed at the corporate level and pay taxes on their profit and loss (Federal Form 1120, State Form FT-1120, and City).
- **“S” Corporations**-Referred to as a small business corporation, the “S” corporation tries to combine the advantages of limited liability to shareholders with the advantages of a partnership, with less paperwork, etc. There are a maximum of 35 shareholders allowed. “S” corporations file informational returns only (Federal Form 1120S, FT-1120S), as their income or loss is generally reported on the shareholder’s individual tax returns. The “S” corporation is generally only taxed at the corporate level when filing with municipalities, or at the state level when out of state shareholders own a portion of the outstanding stock, or shares of ownership.
- **LLC’s or Limited Liability Companies**-These entities are designed to offer liability protection to partners in the LLC but retain the advantages of a partnership. Most of these entities are taxed similar to a partnership, but each individual LLC can be different. Many professionals, such as architects, accountants and lawyers have moved to this type of entity as it often provides liability protection to a partner when another partner is negligent. The entity is normally treated for tax filing purposes as a partnership.
- **A Special Note about Retirement Options**- One of the biggest issues needing addressed when choosing a form of entity is the type of retirement plan(s) the entity seeks to have in place, either now or in the future. Certain types of retirement plans are limited to certain entity types, and this discussion is far too in depth to explain in this Guide. **We suggest you contact a tax advisor or retirement expert in regards to these issues and entity types.**

This List is Non-Inclusive.
Seek the assistance of a business advisor.

PURCHASING AN EXISTING BUSINESS

Many individuals who seek to begin a business choose to purchase one that is already operating. The culmination of many years of work for some businesses is to sell their existing operation and/or assets to another. Many business owners find that proper planning in the purchase of a business, both from the buyer and the seller's perspective, can greatly limit tax liabilities. The method under which you choose to form your business and complete the transaction can have lasting effects for many years. **You should seek out the advice of legal counsel before signing contracts and we would suggest at a minimum that you review the issues surrounding a purchase of a business with a qualified business advisor or consultant. Major issues to note about a purchased business are as follows:**

- 1. Personal property returns** – An initial, informational return should be filed by the new business even if the predecessor company was filing returns. It is also a good idea to verify that the business has been filing returns timely with the Auditor's office, and in the first annual return which is filed, the new taxpayer must indicate who reported the taxable property in the previous tax year. A prior year certificate of compliance can be obtained by the owner as proof of filing and payment.
- 2. Vendor's License & Sales Tax** – A purchased business should already have a vendor's license, but the new owner is required to obtain their own vendor's license for the business. The seller can opt to cancel the old vendor license once there are no longer taxable sales. It is also a good idea to review sales tax practices of the old company as well as verify that the business has been filing and remitting sales taxes to the State of Ohio.
- 3. Worker's Compensation** – If the business has employees, the owner should have Worker's Compensation coverage and the certificate of coverage should be posted somewhere on the owner's premises. Checking the history of such claims and that all payments are current should be a priority.

SPECIAL NOTE REGARDING LUMP-SUM PURCHASES:

Buyers and sellers often purchase businesses for a 'lump sum' price and do not list the assets being bought and sold in the contract documents. There are sometimes 'intangible' assets purchased such as goodwill, and non-compete agreements. The Internal Revenue Service has a form that outlines the allocation of the purchase price known as Form 8594, Asset Acquisition Statement. This form is prepared by the BUYER and must be delivered to both the seller and the IRS. The form is often reviewed by the Ohio Department of Taxation in personal property tax audits to determine the initial values of tangible equipment and inventory. Form 8594 is attached in the appendix to this guide. We strongly encourage anyone purchasing a business to consult with an attorney or tax advisor as to whether or not you are required to file the form and in its preparation.

SPECIAL ITEMS FOR THE PURCHASER

The single, most common error in the purchase of a business by the purchaser is to presume that to save money and time, you don't want to use a professional to review the business that you are buying. Many new owners come across serious contract problems or find that they are stuck with a business having many outstanding debts of which they weren't aware when they bought the business. This is a fatal mistake. **We strongly suggest that anyone looking to purchase a business consult with an attorney or other professional.** Here are some questions you might want to ask when reviewing a company you might plan to purchase:

- Is the business I am buying in good standing with all tax authorities?
- Does the business owe vendors or tax agencies for debts I might have to pay after I purchase the business?
- Can the business produce financial statements which I can have reviewed by a professional?
- Will the seller give me a list of references and business contacts?
- Does the exiting owner have a problem with me consulting the Better Business Bureau?
- Is the existing owner willing to sign a non-compete agreement as a part of the purchase?

These are only some of the questions you might want to ask the prospective seller of a business.

All information is non-inclusive.
Review these items with a trained professional.

OBTAINING LOANS OR CAPITAL

One of the most important issues which face new and existing businesses is how to obtain cash for the creation or expansion of a business. One of the most common errors in starting a business is that of being 'undercapitalized' or underfunded when starting the business. Depending on the type of entity you are, and the size of your business (or what you expect it to be), having the wherewithal to obtain debt or capital is extremely important. The following is a general discussion centering on some of the historic manners that businesses in Tuscarawas County have obtained loans for business use.

- ❑ **Bank loans and lines of credit** – This is the most common way of obtaining extra cash in order to expand your business or to make up for temporary cash shortages. Secured and unsecured loans are available to businesses, as well as lines of credit (this like a credit card for a business). Of utmost importance are the facts that you need to establish a positive relationship with a local financial institution and secondarily that these monies have to be repaid to the institution in the future.
- ❑ **Small Business Administration (SBA) Loans** – SBA loans are administered by the federal government as a lower interest, lower cost way of financing new or growing businesses in the United States. Such loans are normally still underwritten by a local financial institution and professionals often provide low or no cost technical assistance to the owners of the business so that the business can eventually generate the funds to repay the loan. There are normally fees associated with being in the program. The paperwork in obtaining such a loan can be monumental, but a strong professional and a good banker should be able to assist you.
- ❑ **Taking on Partners/Shareholders** – Probably one of the least acceptable methods to those beginning a new business, accepting another owner or selling stock of your corporation can be a way to generate capital (cash) which will not have to be repaid (such as with a loan). However, a new owner also takes part of the profits when making money or part of the loss, as well as the fact that they may desire a say in management decisions and the operations of your business.

These are just some of the more common methods of obtaining capital. We feel that of utmost importance is to ***establish a positive relationship with a financial institution, a banker and a professional now.*** By doing so, if you choose to try and obtain a loan or capital financing in the future, you will have established contacts already in place and they should be able to expedite your loan process. Either way, your capital and debt related needs should be reviewed annually with a professional business advisor.

Below are the numbers of local area chambers of commerce who may be able to refer you to bankers or tell you more information about loans, subsidized or unsubsidized grants & loans or other opportunities and businesses:

Tuscarawas County Chamber of Commerce	(330) 343-4474
Twin City Chamber of Commerce	(740) 922-5623
Newcomerstown Chamber of Commerce	(740) 498-7244

Local/Municipal Income Taxes

By law, municipalities and villages can raise income taxes on the earnings of employees and on the profits of businesses. Cities can raise up to a 1% tax without a vote; any amounts above this must be approved by voters.

Different cities may have different ordinances which can cause some frustration in the administration of your tax returns, so your best chance of success is to either contact that taxing agency or a tax professional.

Below are some of the special issues which pertain to local taxes:

GENERAL RULE:

If performing work or paying payroll in a city, you must file a return and/or withhold taxes. If your principal business location is in a city, you must file a return with the resident city.

WHEN DO I WITHHOLD/PAY A LOCAL TAX?

- ▶ If your principal place of business is located within a city's limits, you must withhold payroll taxes on all payroll paid on employees working there; you must also file a tax return to the City for taxation on the profits of your business.
- ▶ If you have a business activity within a city, even if you do not have a place of business located there, the payroll paid to employees on the dates of activity should be withheld and remitted to that city. Special formulas exist for the calculation of taxable income in a city for purposes of taxing the profits of your business and a return should be filed for that year.
- ▶ Businesses who show a taxable loss still have a requirement to file a city tax return if they did business or are located in the city. Adjustments may be required to your loss figure for income and/or deductions which do not apply to city taxation. Generally, most municipalities allow a five-year loss carryforward which can be offset against future year's income, so it is beneficial to file the returns.

MUST I WITHHOLD PAYROLL TAXES FOR AN EMPLOYEE'S RESIDENT CITY IF THE EMPLOYEE'S RESIDENT CITY HAS A HIGHER TAX RATE THAN THE ONE WHERE MY BUSINESS IS LOCATED?

Generally, there is no requirement that a business withhold local taxes above the amount of the business' resident city. Employees will have a responsibility to file and pay taxes on their payroll when this occurs and they will have to pay the difference between their city rate and the rate of withholding. Employers do have the option of withholding the amount from the employee's payroll as a voluntary withholding.

Most cities give credits for the amount of taxes withheld in another city, limited to their actual tax rate. Individuals/Businesses involved in such a situation should consult a tax advisor as to the proper manner of filing returns and claiming credits.

DO I NEED TO FILE A CITY RETURN IF MY BUSINESS IS LOCATED IN A TOWNSHIP?

If you own a business that travels to a city to provide services, you are required to file a return with that municipality. If you have employees earning payroll in that city, then you may also be required to withhold and remit payroll taxes as well. Consult a business advisor if this situation applies to you.

MUNICIPAL TAX RATES IN TUSCARAWAS COUNTY-NON-INCLUSIVE

Dover	1.00%	New Philadelphia	1.00%
Uhrichsville	1.75%	Baltic	1.00%
Bolivar	1.00%	Dennison	2.00%
Gnadenhutten	1.00%	Midvale	1.00%
Mineral City	1.00%	Newcomerstown	1.50%
Port Washington	1.00%	Roswell	1.00%
Strasburg	1.00%	Stone Creek	1.00%
Sugarcreek	1.50%	Tuscarawas	1.00%

Businesses are encouraged to seek the advice of a tax professional in dealing with local taxes.

The 20 Most Common Errors in Filing Personal Property Returns

Over the course of many years, the Auditor's office has undertaken to find out what the most common errors or mistakes that businesses make in filing their annual personal property tax returns. The following is a summary of the 20 most common mistakes encountered.

- 1. Taxpayer failed to file returns in duplicate.**
- 2. Taxpayer failed to sign one or both of the returns filed.**
- 3. Taxpayer incorrectly added amounts or failed to recalculate the forms to check accuracy.**

These three errors may seem trivial but they are also the most common mistakes noted. Prior to filing your tax returns, take a moment to recheck the amounts, file two returns and sign both of them.

- 4. Taxpayer failed to complete page 1 entirely.**
- 5. Corporate Taxpayer failed to provide corporate charter number.**

Completing page 1 entirely provides all information necessary to properly complete the returns. It is very important to include a corporate charter number (for corporations, only) because corporate returns are tracked at the State level with these numbers.

- 6. Taxpayer failed to file in the proper tax district.**
- 7. Taxpayer failed to file an initial, 90 day return.**

If you are unsure of your tax district, please don't guess. Contact our Personal Property Division and confirm the address with our office. Many taxpayers fail to file their initial 90 day returns, which only leads to penalties.

- 8. Taxpayer failed to report twelve (12) monthly inventory values.**
- 9. Taxpayer mis-classified merchandising inventory as manufacturing inventory.**
- 10. Taxpayer failed to report supplies inventory.**
- 11. Manufacturing companies not reporting monthly, full costing inventory values.**
- 12. Certain businesses fail to report any inventory values at all.**

Taxpayers should report 12 monthly inventory values. Manufacturers are required to include all inventoriable costs in their monthly values. Businesses, such as bars & restaurants, must have inventory in order to operate-they should always have values on their returns.

- 13. Taxpayer failed to file form 921-Ohio Balance Sheet.**
- 14. Taxpayer failed to disclose value differences from Form 921 & taxable values.**
- 15. Taxpayer failed to report assets held under lease.**

Completely preparing Form 921 (often referred to as pages 3 & 4), both front and back, will eliminate these shortcomings. Of special importance is to disclose "cost value" differences.

- 16. Taxpayers classifying the cost of a sign as buildings or leasehold improvements.**
- 17. Residential real estate owners who have furnished dwellings not filing returns.**

The Cost of an independently standing or hanging sign is taxable for personal property. Residential real estate owners who have refrigerators, stoves or window air conditioners are required to report such costs on a return annually.

- 18. Taxpayer failed to properly transfers amounts from schedules 2 through 4 to pg. 1.**

Make sure that values transferred to page 1 are rounded to the nearest ten dollar amount.

- 19. Taxpayer failed to timely file a return.**

Returns are due by April 30th. A no cost, no payment extension can be granted for 45 days (June 14/15) if a written extension request is received by April 30. Be sure to not miss the deadlines.

- 20. Taxpayer didn't file a return because they owed no tax.**

Most taxpayers don't owe after applying the \$10,000 exemption amount. Taxpayers should still file a return because the State of Ohio reimburses the County for these amounts, and this is why it is imperative that all taxpayers file in order that we can collect all we can to help meet public needs.

Certain taxpayers are exempt from the filing requirements noted above based upon the \$10,000 exemption and the new form 920-ez

SPECIAL PHONE NUMBERS

The following is a list of phone numbers with which you can call to obtain more information:

TUSCARAWAS COUNTY AUDITOR	(330) 364-8811 Ext. 220
INTERNAL REVENUE SERVICE	1-800-829-1040
INTERNAL REVENUE SERVICE (To obtain Federal ID Number)	(513) 621-6281
OHIO DEPARTMENT OF TAXATION	1-800-282-1780
OHIO BUREAU OF EMPLOYMENT SERVICES	1-800-654-8098
OHIO BUREAU OF WORKER'S COMPENSATION	(800) OHIOBWC (800) 644-6292
DOVER CITY INCOME TAX	(330) 343-6299
BALTIC VILLAGE INCOME TAX	(330) 897-4464
BOLIVAR VILLAGE INCOME TAX	(330) 874-3717
DENNISON VILLAGE INCOME TAX	(740) 922-4072
GNADENHUTTEN VILLAGE INCOME TAX	(740) 254-4309
MIDVALE VILLAGE INCOME TAX	(330) 339-1939
MINERAL CITY VILLAGE INCOME TAX	(330) 859-2222
NEW PHILADELPHIA CITY INCOME TAX	(330) 364-4491
NEWCOMERSTOWN VILLAGE INCOME TAX	(740) 498-6289
PORT WASHINGTON VILLAGE INCOME TAX	(740) 498-6098
ROSWELL VILLAGE INCOME TAX	(330) 343-3584
STRASBURG VILLAGE INCOME TAX	(330) 878-7213
STONE CREEK VILLAGE INCOME TAX	(330) 339-5575
SUGARCREEK VILLAGE INCOME TAX	(330) 852-2479
TUSCARAWAS VILLAGE INCOME TAX	(740) 922-4189
UHRICHSVILLE CITY INCOME TAX	(740) 922-9344

This list is non-inclusive of all entities which may levy taxes or supervise filings of returns. You should consult the phone book for any entity not listed above for their telephone number. We would also suggest that you contact the entity directly and be sure to document all information you receive by phone from any entity. That information should include:

- Name of the Taxing Authority or Entity
- Address of the entity (in case you need to follow up with correspondence)
- Date and Time of the Phone Call
- Full name of the person/agent to whom you spoke and obtained information from.
- Details of the conversation
- Phone number you dialed in case you have to follow up with secondary calls.

We would further suggest that you make sure to have all company and/or individual information available to which the tax agent may ask a question prior to making the call. This will eliminate unnecessary delays in obtaining the answers to your questions.

REQUIRED FILINGS & TAX RETURNS NON-INCLUSIVE

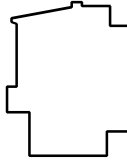
The following list has been compiled and is provided to new businesses as a source of the types of returns you may be required to file. Due dates are shown here as the best available information that we could obtain and some of the returns can be extended beyond their due dates for filing with a properly executed extension request. *Extension Requests usually require that you pay any taxes due by the due date in order to have a valid extension.* This list is NOT meant to be inclusive and we encourage you to consult with a professional advisor regarding these returns:

<u>RETURN TYPE</u>	<u>DUE DATE</u>
Initial Personal Property Return	90 days from start of business
Sales tax return	21 days after the end of the collection period *(depends on monthly, quarterly or semi-annual filing status-determined by State)
Form 941-Employer's return of Taxes W/H Form IT-501-Ohio Return of taxes W/H Local Return of tax withheld	30 days following end of quarter Federal, State and City Tax Deposits may have required shorter frequencies.
FORM UCO-2QRS-Quarterly State Unemployment	30 days following end of quarter
Form 940-Federal Unemployment Report & 940 EZ	30 days following year-end-Annual Report FUTA deposits may be required in shorter frequencies.
Workers Compensation Report	60 days following June 30 and/or Dec. 31 30 days if you must obtain coverage certificate by 8/31 or 2/28
Form W-2's Form W-3 Form IT-941-Ohio Annual Reconciliation Form IT-3-Ohio W-2 cover page	To employees by Jan 31st To Social Security Adm. by Feb 28th To Ohio Dept. Of Tax by Jan. 31st
Form 1120 or 1120S US Federal Corporate Tax Return	Two and one half months following year-end
Form 1065-US Federal Partnership Return	Three and one half months following year-end
Form 1040-US Individual Tax Return Form IT-1040-Ohio Individual Tax Return Local Returns-Individuals	Three and one half months following year-end Three and one half months following year-end Varies-Most by 4 months following year-end
Form 920-Personal Property Tax Return Or Form 920-EZ	Due by April 30 each year *Required to file even if no tax is due **For entities in one county only
Form 945-Intercounty Personal Property Tax Return	Due by April 30 each year Filed With Ohio Dept. of Tax **For entities doing business in more than one county

this list is not inclusive
seek the advice of a tax professional regarding returns
which you are required to file

Auditor's Office *Tuscarawas County*

MATT JUDY, Auditor
125 E. High Avenue
New Philadelphia, Ohio 44663



Telephone
(330) 364-8811
Extension 220 or 225

A FINAL NOTE

FROM TUSCARAWAS COUNTY AUDITOR

MATT JUDY

*The enclosed material has attempted to summarize some of the basic mistakes that new businesses make when starting and to alert the new business start-up to issues which they may encounter. **A NUMBER OF THESE ERRORS CAN BE AVOIDED BY EITHER CONTACTING THE RESPONSIBLE TAX DIVISION OR BY RETAINING THE SERVICES OF A BUSINESS PROFESSIONAL OR CONSULTANT.** We strongly encourage you to seek out their advice.*

This guide has not been created for the purpose of being extremely specific and is not intended to answer every particular question which can arise in the process of starting or running a business. Entrepreneurs and new business owners should be advised that your situation may be different from that of others and we would once again encourage you to seek the advice of a professional when your business is in the formation stage. This guide can only lead you in the right direction, and it should not be considered the tell all guide to new businesses.

The Guide to New Businesses is a publication in which I take great pride. I want to specifically acknowledge the constituents of Tuscarawas County for allowing me to provide such a needed service. This is the first guide which we have prepared and hope that it assists new businesses in becoming more profitable and realizing their true potential. Its publication only strengthens our resolve to continue to serve the public's needs of Tuscarawas County and increases confidence in the Tuscarawas County Government as a whole. The issuance of this guide is a testament to the Auditor's office resolution to provide service willingly to the public we serve.

We encourage comments on this guide and we plan further revision and refinement to the Guide as our years in service continue. Feel free to contact us regarding any issues relative to this Guide.

Thank you.

A handwritten signature in cursive script that reads "Matt Judy".