



Prattville *Area*
CHAMBER
of Commerce

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OPEN

Getting Started

A BUSINESS RESOURCE GUIDE



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This document is intended to be a high-level resource for persons wishing to locate or start a business in the Prattville area. Certain and necessary steps must take place in order to operate your business. Business owners must consider taxes, licensing fees and other considerations. To learn more, reach out to the appropriate resources listed in this document.

Getting Started Checklist

- ☐ Business Plan
- ☐ Planning & Zoning
- ☐ Business License
- ☐ Incorporation Filing
- ☐ Sales Tax
- ☐ Federal Taxes
- ☐ Alabama Income Taxes
- ☐ Insurance
- ☐ Compliance & Other

Business Plan

First and foremost, one should develop a business plan. By doing so, the plan acts as a roadmap to ensure a greater chance for your business's success.

To learn more about developing a business plan, visit www.prattvillechamber.com/business/

Planning & Zoning

If business is located inside city limits, Planning & Zoning MUST sign off on business license prior to issuance. Same applies to businesses using a residential address.

Business License

State, County and City business licenses are required prior to engaging in business in the Prattville area. A yearly renewal fee is due to the city on January 1.

Incorporation Filing

Businesses that fall under the following categories must register with the Alabama Secretary of State Business Services: Corporation, Non-profit organization, Limited Liability Companies (LLC) and Partnerships.

**Sole proprietors do not have to register to begin operations. However, sole proprietor businesses assume the name of the business owner. If you want to avoid using your personal name, you must register for a trade name.*

For more information, visit sos.alabama.gov.

Sales Tax

Prattville taxes in Autauga County total 9.5%. State - 4%, County - 2%, and City - 3.5%. Prattville taxes in Elmore County total 9.5%. State - 4%, County - 1%, City 3.5% and District - 1%. Contact your local city and county offices for sales tax remittance information in the Prattville Area.

For information on applying for a sales tax number, visit revenue.alabama.gov/salestax



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Federal Taxes

Businesses are identified by an Employer Identification Number (EIN). This number is needed to file and pay all federal taxes. A business may apply for an EIN at www.irs.gov/businesses/small.

Employers are required to withhold federal income tax (FIT), Social Security and Medicare (FICA) from the wages paid to employees and remit them to the Internal Revenue Service.

For more information regarding Federal Taxes, visit www.irs.gov.

Alabama Taxes

Businesses that hire employees and pay wages must obtain an Alabama income tax withholding number to withhold and remit the taxes to the Alabama Department of Revenue.

Corporations, and individuals who own pass-through entities, operating in Alabama, are required to pay quarterly income tax payments based on their estimated income.

For more information regarding Alabama Income Taxes, visit www.revenue.alabama.gov and revenue.alabama.gov/wp-content/uploads/2017/05/Business-Starting_a_New_Business.pdf

Insurance

Businesses with employees may be required to provide unemployment or worker's compensation insurance. This type of insurance can be obtained through local insurance agencies.

Contact the **Alabama Department of Industrial Relations** to obtain requirements for Worker's Compensation Insurance at (334) 242-2868 or (800) 528-5166 and State Unemployment Compensation tax at (334) 242-8830.

For more information, visit www.labor.alabama.gov.

Compliance & Other Considerations

E-Verify: Requirement that businesses verify the legal presence of its employees.

For more information, visit www.uscis.gov/e-verify or www.immigration.alabama.gov.

Equal Employment Opportunities Commission (EEOC): Business owner's must be aware of equal employment opportunity regulations such as discrimination towards applicants or employees.

For more information, visit www.eeoc.gov.

Occupational Safety & Health Administration (OSHA): All businesses must comply with state and federal regulations regarding the safety of the workplace and its employees.

For more information, visit www.osha.gov.



www.prattvillechamber.com/business



Contact Information

Licenses/Certifications

City of Prattville Finance Department
(334) 361-3690
www.prattvilleal.gov

Autauga County Probate Office
(334) 361-3725
www.autaugaprobate.com

Planning & Zoning

City of Prattville Planning & Development Department
(334) 595-0500
www.prattvilleal.gov

Taxes

City of Prattville Revenue Department
(334) 595-0100

Autauga County Revenue Commission
(334) 361-3707
www.revenue.alabama.gov

Internal Revenue Service - Montgomery
(334) 264-2453
www.irs.gov

Alabama Department of Labor
(334) 242-8055

Alabama Department of Revenue
(334) 242-2677
revenue.alabama.gov

Insurance

Commissioner of Insurance
(334) 269-3550
www.aldoi.gov

Unemployment Compensation Insurance
(334) 242-8055
www.ador.state.al.us

Worker's Compensation Division
(334) 353-0515
www.labor.alabama.gov/

Compliance & Other

Federal E-Verify
www.uscis.gov/e-verify

Alabama E-Verify
(855) 837-4396
www.immigration.alabama.gov

Occupational Safety & Health Administration (OSHA - Birmingham)
(205) 731-1534
www.osha.gov

Americans with Disabilities Act
(800) 669-3362
www.ada.gov

U.S. Equal Employment Opportunity Commission
Birmingham
(800) 669-4000
www.eeoc.gov



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