

U.S. Small Business Administration



Your Small Business Resource

SO YOU WANT TO START YOUR OWN BUSINESS?

SBA CAN HELP!

THIS PACKAGE HAS INFORMATION ON:

Business Development, SBA Financial Programs, SBA Certifications and Contracting Opportunities, Business Regulations and Business Assistance

**U.S. SMALL BUSINESS ADMINISTRATION
GULFPORT BRANCH OFFICE**

**Hancock Bank Plaza
2510 14th Street, Suite 103**

Gulfport, MS 39501

(228) 863-4449 Phone

(228) 864-0197 Fax

www.sba.gov/ms

www.sba.gov

Please call or visit our office if you have any questions.

WHAT IS SBA?

The U.S. Small Business Administration (SBA) was created by Congress in 1953 to help America's entrepreneurs form successful small enterprises. Today, SBA's program offices in every state offer financing, training and advocacy for small firms.

Why are Small Businesses Important?

Small Businesses are the backbone of the American economy. They create two of every three new jobs, produce 39% of the gross national product, and invent more than half the nation's technological innovation.

Can SBA Help Me?

If your business is independently owned and operated, not dominant within its field, and falls within size standards and regulations set by the SBA, we can help you.

BUSINESS DEVELOPMENT

Through workshops, individual counseling, publications, and videotapes, the SBA helps entrepreneurs understand and meet of businesses challenges like financing, marketing and management. The SBA has business development specialists stationed in more than 100 field offices nationwide. Technical assistance, training and counseling are offered by SBA resource partners.

SCORE (Service Corps of Retired Executives) (www.score.org) - A nonprofit organization of retired executives who volunteer their time and expertise to counsel with present and prospective small business owners in need of expert advice. More than 10,500 volunteers in the Service Corps of Retired Executives (SCORE) provide training and one-on-one counseling at no charge. To request SCORE counseling: call, visit or mail the enclosed Request for counseling form to the address or telephone the number below:

SCORE CHAPTER #130
2510 14th Street, Suite 105
Gulfport, MS 39501
(228) 863-0054 or (228) 875-0691
www.gulfportscore.org

SBDC (Small Business Development Centers) (www.mssbdc.org) - Located on most major college campuses, the SBDC provide counseling and training to prospective and existing business owners. SBDC offices in south Mississippi are located at:

University of Mississippi
Gulf Coast Small Business Development Center
1636 Popps Ferry Road, Suite 234
Biloxi, MS 39532
(228) 396-8661 / gcsbdc@olemiss.edu
www.mssbdc.org

Jones Junior College SBDC
Small Business Development Center
900 S. Court Street
Ellisville, MS 39437
(601) 477-4235 / sbdc@jjc.edu
www.jcjc.edu/depts/sbdc/index.htm

Women's Business Centers (WBC) (www.onlinewbc.gov) - provides assistance and training in the area of finance, management, marketing, procurement, and the Internet.

MACE
Women's Business Center
119 S. Theobald Street
Greenville, MS 39532
PH: (662) 335-3523

Business Incubators (www.sba.gov/BI/bics) - provides office space, access to equipment, management assistance, and access to financing and technical support services. Business Incubators in south Mississippi are located at:

The Innovation Center
1636 Poppys Ferry Road, St. 100
Biloxi, MS 39532
PH: (228) 392-9741
www.innovatems.com

Jackson County Small Business Incubator
Institute for Compatible Development
4836 Main Street
Moss Point, MS 39563
PH: (228) 475-3341
EM: smallbusinessincubator@gmail.com

Small Business Training Network (SBTN) (www.sba.gov/training) – SBTN provides small businesses and others of enterprise with free online courses, workshops, learning tools, and direct access to electronic counseling and technical assistance.

SBA FINANCIAL PROGRAMS

SBA open doors of opportunity for small businesses by helping them secure capital. SBA backs eligible small businesses that are having trouble securing conventional financing by offering loan guarantees on loans made by private lenders. We offer a full range of specialized financing programs:

- **7(a)** – SBA share up to \$1.5 million. Total loan request not to exceed \$2 million.
- **GO Loan (Gulf Opportunity Pilot Loan)** – provides financing to those communities impacted by Hurricanes Katrina and Rita. SBA loans up to \$150,000 with an 85% guaranty.
- **Community Advantage Loan** – provides financing in underserved markets loans up to \$250,000.
- **Small Loan Advantage** – provide financing to applicants seeking smaller loans up to \$250,000.
- **CAPLine** – SBA share up to \$1.5 million. There are five programs under the CAPLine designed to help small business meet their short-term and cyclical working capital needs:
 1. **Contract Loan Program** – used to finance the material and labor needs for a specific contract
 2. **Seasonal Line of Credit Program** – finances the short-term seasonal increases of accounts receivable and inventory.
 3. **Builders Line Program** – provides financing for small general contractors.
 4. **Small Asset-Based Line** – can be used for revolving lines up to \$200,000 to purchase inventory, pay direct labor or finance accounts receivable and advanced against existing inventory.
 5. **The Standard Asset-Based Line** – is similar to the Small Asset-Based Line, but for loans over \$200,000.
- **Export Working Capital Program** – provides pre- and post- export working capital financing or export sales. SBA will guaranty share up to \$ 1.5 million.
- **International Trade Loan** – provides financing to small businesses either engaged in international trade or adversely affected by competition for imports. SBA may guarantee up to \$1.25 million.
- **SBA Express** – loans up to \$350,000. SBA guarantees up to 50% of an SBA Express Loan.
- **Export Express Loan Program** – provides financing to export trading companies and export management companies, to develop foreign markets. Total loan amount up to \$250,000.
- **Microloans** – provides loans and technical assistance through non-profit lending organization. Loan amount up to \$50,000.
- **SBA 504 Loan Program** – The 504 portion of total project cost not to exceed \$1.5 million or 40% of the cost of the asset being financed. 504 loans to small manufactures can not exceed \$4.0 million.
- **Patriot Express Loan Program** – provides financing to veterans and members of the military community wanting to establish or expand small businesses. This loan program offers loans up to \$500,000 and SBA's maximum guaranty of up to 85 percent for loan of \$150,000 or less and up to 75 percent for loans over 150,000 up to \$500,000.

SBA provides small businesses with long-term loans and venture capital by licensing, regulating and investing in privately owned and managed Small Business Investment Companies across the country. We foster Rural and Urban Economic Development and Development Company Loans, geared to create and retain jobs. We expand access to surety bonds through guarantees on bonding for small and emerging contractors, including minorities, who otherwise cannot secure bid, payment or performance bonds.

Export Assistance:

SBA helps small businesses enter and succeed in the global marketplace through counseling by international trade experts, training sessions and publications, and Matchmaker Trade Missions (co-sponsored with the U.S. Department of Commerce) to link U.S. firms with potential foreign buyers.

**US Export Assistance Center
Office of International Trade
75 Fifth St., N.W., Suite 1055
Atlanta, GA 30308
Phone: (404) 897-6089 Fax: (404) 897-6085**

SBA Loan Requirement and Terms

SBA Loan Application Procedures for New Businesses:

1. Describe in detail the type of business you want to establish or buy.
2. List educational background, business experience, management capabilities and how much you will need to borrow.
3. Prepare an estimate of how much money you have to invest and how much you will need to borrow.
4. Prepare a current, signed, and dated personal financial statement on the owner(s), listing all assets and liabilities.
5. Prepare a projected profit and loss statement for the first two years the business will operate.
6. List collateral to be offered as security for the loan and give the market value of each item.

SBA Loan Application Procedures for Established Business:

1. Prepare a balance sheet, currently dated and signed, listing all assets and all liabilities of the business.
2. Prepare a signed profit and loss statement for the last full year and one for the current period to the date of the balance sheet.
3. Prepare a current and signed personal financial statement of the owner(s).
4. List all collateral to be offered as security for the loan, giving the market value of each item and the balance of any debt(s) secured by this collateral.

Take the above material to your banker. Ask the bank to make the loan under the SBA's Loan Guaranty Program. If the Bank is interested in an SBA guaranteed loan, ask the banker to contact SBA for discussion of your application. In most cases of guaranteed loans, SBA will deal directly with the bank.

The proper application forms for a guaranteed loan will be furnished to you by your banker. After completion by you or your banker, accountant or attorney, submit the application, with all exhibits signed, including copies of legal descriptions, financial statements, lease information, estimates, etc. to your bank. The bank will complete their part of the application and mail to SBA for processing.

For General Credit Requirements a loan applicant must:

- Be of good Character.
- Show ability to operate a business successfully.
- In a new business, be able to provide a significant debt-free investment from your own resources. This is usually 20-30% of the project costs. SBA will consider a loan for the remainder.
- An existing business should have enough capital to operate on a sound financial basis with SBA assistance.
- Show that the past earnings record and future prospects of the business indicate ability to repay the loan and other fixed debts, if any, from profits.

Funds Available:

- Maximum amount SBA may guarantee is \$1,500,000

Maturity:

- The terms of the loan depend upon the use of loan proceeds:
- Loans for Working Capital and Inventory - Seven years or Less.
- Machinery and Equipment - Ten years or Less.
- Real Estate Purchases or Construction - Twenty-five years or Less.

Interest:

- Within certain limitations, the bank sets the interest rate on Guaranteed Loans.

Collateral:

- Real Estate (Business or Personal), equipment and/or marketable merchandise (inventory), and/or assignment of current accounts receivable.
- Guarantees or Personal Endorsements.
- Inventories and accounts receivable by themselves are not usually satisfactory collateral.

IT SHOULD BE NOTED that the Small Business Administration, like all lending institutions, has certain credit requirement that all loan applicants must meet. The Small Business Act requires that all loans under our business loan program be of such sound value or so secured as reasonably to assure repayment. In effect, this means each applicant must have a reasonable equity investment, adequate collateral, and be able to furnish evidence of ability to repay from earnings. The majority of our loans are made by banks under the Guaranty Program. We have no program under which we can provide 100% financing.

CONTRACTING OPPORTUNITIES

We help small business secure their fair share of the billions of dollars in federal contracts awarded each year. Working closely with federal agencies, we monitor and help increase both the dollar value and percentage of prime and subcontract awards to small firms. (www.sba.gov/gc)

8(a) Business Development (www.sba.gov/8abd) – The 8(a) Program offers a broad scope of assistance to socially and economically disadvantaged firms.

For more information contact:

Alice Doss
SBA Mississippi 8(a)/SDB Coordinator
(601) 965-4378, ext. 14
Alice.Doss@sba.gov

HubZone Empowerment Contracting Program (www.sba.gov/hubzone) - The HUBZone Empowerment Contracting program provides federal contracting opportunities for qualified small businesses located in distressed areas. The primary office of the business must be located in a HUBZone area and employ 35% of its employees from a HUBZone area.

Women-Owned Small Business Federal Contracting Program (www.sba.gov/wosb) - The Women-Owned Small Business Federal Contracting Program provides federal contracting opportunities for women owned small business (WOSB) and economically disadvantaged women owned small businesses (EDWOSB). The program allows contracting officers to set aside specific federal contracts for certified women owned businesses.

SBA's Procurement Center Representatives (PCR's) (www.sba.gov/GC/pcr.htm) - located in SBA area offices, review and evaluate the small business programs of federal agencies and assist small businesses in obtaining federal contracts and subcontracts.

Mississippi Contract Procurement Center (PTAC's) (www.msccpc.com) – This Procurement Technical Assistance Center is designed to assist Mississippi businesses in successfully competing for government contracts (federal, state, and local).

South Mississippi Contract Procurement Center
1636 Popps Ferry Road, Suite 203
Biloxi, MS 39532
(228) 396-1288 – Phone
(228) 396-2520 – Fax

Central Contractor Registration (www.ccr.gov) – The CCR is an online government-maintained database of companies wanting to do business with the federal government. Agencies search the database for prospective vendors.

BUSINESS REGULATIONS **LOCAL, STATE, FEDERAL**

STEPS TO TAKE WHEN OPENING A SMALL BUSINESS

The following is a general outline of common procedures for starting a small business. Other procedures may apply in certain situations. It is recommended that new business owners obtain legal and accounting advice in the course of setting-up and operating their business.

BUSINESS FORMATION

There are many forms of legal structure you may choose for your business. The most common structures are Sole Proprietorships, General and Limited Partnerships, C and S Corporations and Limited Liability Companies. Firms electing to incorporate should contact the Secretary of State for the required forms. The Secretary of State Office is located in the Hebert Ladner Building, 401 Mississippi Street, P. O. Box 136, Jackson, MS 39205 (601) 359-1633 or visit their website at <http://www.sos.state.ms.us/> for more information.

HOWEVER, BEFORE INCORPORATION IS COMPLETE THE CORPORATION MUST BE ORGANIZED. This means an organizational meeting must be held, stock issued, directors and officers elected, by-laws adopted, all of which must be written up in a minute book. If you incorporate, you must be sure to complete organization. Corporations are also required to register with the State Tax Commission for corporate income tax and the franchise tax (Form 60-007).

MISSISSIPPI SALES TAX

A business must register with Mississippi State Tax Commission and file the tax form State of Mississippi Registration Application (Form 70-001) with the District Office of the State Tax Commission. Visit their website at <http://www.mstc.state.us/>.

Hancock, Harrison, Jackson and Stone Counties: 1411 Bayview Ave., Suite 400
Biloxi, MS 39530
(228) 436-0554

Forrest, George, Greene, Jones, Lamar, Pearl River,
Perry and Wayne Counties: 17 John Merle Hatten Industrial Dr., Ste. 2
P. O. Box 1709
Hattiesburg, MS 39403
(601) 545-1261

WORKER'S COMPENSATION

Most employers are subject to Mississippi's Workers Compensation Act, with certain exceptions for fraternal or religious corporations, state agencies, and other special employers. For information, contact:

Mississippi Worker's Compensation Commission
1428 Lakeland Drive
Jackson, MS 39216
(601) 987-4200
www.mwcc.state.ms.us

Or you may contact your local insurance agent for a quote on Worker's Compensation and information on whether your company is an exception.

WITHHOLDING EMPLOYEE TAXES ON INCOME (FEDERAL AND STATE)

Income tax withholding registration is required of all firms, regardless of size, form or organization. Employers must also require employees to complete the withholding exemption certificate. The forms and publications can be obtained from the IRS at 1-800-829-3676 or www.irs.gov. Contact the Mississippi State Tax Commission at (228) 436-0554 or www.mstc.state.ms.us.

ALCOHOLIC BEVERAGES

The sale of alcoholic beverages is controlled by the Mississippi Alcoholic Beverage Commission (ABC). The coast office of the ABC is in the office of the Mississippi State Tax Commission. A beer license is obtained through the Jackson District Office of the Mississippi State Tax Commission in Jackson, Mississippi. MS Alcoholic Beverage Commission (ABC) - Gulfport, MS (228) 896-3470 or Jackson, MS (601) 856-1330 or visit the website at www.mstc.state.ms.us/abc/main.

MISSISSIPPI STATE INCOME TAX

State income tax is handled through the Mississippi State Tax Commission (228) 436-0554 or www.mstc.state.ms.us. Mississippi has a graduated tax rate, which is the same for individuals and businesses.

EMPLOYER IDENTIFICATION NUMBER

Employers must obtain an Employee Identification Number (EIN) by submitting Form SS-4. Obtain this from the IRS office or the web at www.irs.gov.

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (FORM W-4)

An employee must fill out and give Form W-4 to employer when employment begins. This form guides the employer in determining how much federal income tax to withhold from wages. Internal Revenue Service's Employer's Tax Guide, Circular E, provides federal income tax withholding tables. Forms are available at www.irs.gov. Click "Forms and Publications" to access forms.

FEDERAL TAXES

Contact the IRS to obtain information for complying with (1) Employment Taxes (withholding employee income tax and social security tax); (2) Federal Unemployment Tax (FUTA) and (3) Business Income Tax. Other taxes, e.g., Federal Excise Taxes, may also apply to certain businesses. Insure you are aware of record keeping requirements, what to report, when to file tax returns, and how to make payments. The following IRS publications provide additional guidance:

- #1 Your Rights as a Taxpayer
- #15 Circular E, Employers Tax Guide
- #17 Your Federal Income Tax (Individuals)
- #334 Tax Guide for Small Business
- #509 Tax Calendar
- #533 Self-Employment Tax

- #535 Business Expenses
- #541 Tax Information on Partnerships
- #542 Tax Information on Corporations
- #583 Taxpayers Starting A Business
- #587 Business Use of the Home
- #589 Tax Information on S Corporations

Internal Revenue Service (IRS)
11309 Old Hwy. 49
Gulfport, MS
(228) 328-9301
www.irs.gov

Tax Questions 1-800-829-1040

Tax Forms 1-800-829-3676

HEALTH DEPARTMENT – If you are dealing with food in any way or if sewage or drainage is involved you must obtain clearance with the County Health Department. Visit their website at www.msdh.state.ms.us.

Forrest (601)583-0291	Hancock (228)467-6387	Jones (601)426-3258
Perry (601)964-3288	George (601)957-4217	Harrison (228)863-1035
Lamar (601)794-8504	Stone (601)928-5293	Greene (601)394-2389
Jackson (228)762-1117	Pearl River (601)795-4737	Wayne (601)735-2351

UNEMPLOYMENT INSURANCE – If a firm employs one or more workers for as many as 20 weeks of the year or pays wages of \$1,500.00 in a calendar quarter, it must register and pay unemployment insurance premiums to the following agency. All categories of labor are not covered under this law.

Mississippi Employment Security Commission
1520 West Capitol Street
P. O. Box 1699
Jackson, MS 39205
(601) 961-7755 or (601) 354-8711
www.mdes.ms.gov

PROPERTY TAXES – For Information on property taxes and effect of the home-based business on homestead exemptions, contact the local tax assessor.

<u>CITY</u>	<u>TELEPHONE</u>	<u>CITY</u>	<u>TELEPHONE</u>
Bay St. Louis	(228) 467-9060	Long Beach	(228) 863-1554
Lucedale	(601) 947-2082	Gulfport	(228) 868-5810
Hattiesburg	(601) 545-4500	Biloxi	(228) 435-6233
Laurel	(601) 649-2601	Ocean Springs	(228) 875-4236
Leakesville	(601) 394-2383	New Augusta	(601) 964-3710
Wiggins	(601) 928-7221	Pascagoula	(228) 762-1020
Waveland	(228) 467-4134	Poplarville	(228) 795-8161
Pass Christian	(228) 452-2833	Waynesboro	(601) 735-4874

COUNTY – TAX COLLECTOR/ASSESSOR

Forrest (601) 582-8228	Jones (601) 426-3248
George (601) 947-7541	Lamar (601) 794-1020
Green (601) 394-2378	Pearl River (601) 795-4081
Hancock (228) 467-4425	Perry (601) 964-3398
Harrison (228) 545-6130	Stone (601) 928-3121
Jackson (228) 769-3200	Wayne (601) 735-3381

CITY ZONING REQUIREMENTS

If a business is to be located within city limits, the business owner should check to be sure that the location is zoned for business.

CONTACT: City Zoning Department

COUNTY ZONING REQUIREMENTS

Some counties do not have a zoning ordinance, but the owner of a new business should check to see if there are zoning requirements.

CONTACT: County Zoning Department or Planning Commission

CITY BUILDING PERMIT

If a business is to be located in a new or remodeled building inside the corporate limits of a city, the owner must get a city building permit before construction or remodeling is initiated.

CONTACT: City Permit Department

COUNTY BUILDING PERMIT

If a business is to be located in a new or remodeled building outside of the corporate limits of a city, check to see if a county building permit is required before beginning construction or remodeling. Some counties require building permits.

CONTACT: County Permit Department or Chancery Clerk Office

CITY PRIVILEGE LICENSE

An owner of a new business must get a city license from the City Tax Collector if the business is located within the city limits.

CONTACT: City Tax Collector

COUNTY PRIVILEGE LICENSE

An owner of a new business must obtain a county license from the County Tax Collector if the business is located outside city limits.

CONTACT: County Tax Collector

OTHER ASSISTANCE

SBA JACKSON

Mississippi District Office
Regions Plaza
210 E. Capitol Street, Suite 900
Jackson, MS 39201

(601) 965-4378 (Phone)
(601) 965-4294 (Fax)
www.sba.gov/ms

SBA ANSWER DESK

(800) 827-5722

MISSISSIPPI DEVELOPMENT AUTHORITY

1141 Bayview Avenue, Suite 401
Biloxi, MS 39503

(228) 523-4034
www.msdcpc.com

SOUTHERN MISSISSIPPI PLANNING AND DEVELOPMENT

9229 Highway 49
Gulfport, MS 39503

(228) 868-2311

UNIVERSITY OF SOUTHERN GULF COAST BUSINESS CENTER

925 Tommy Munro, Suite J
Biloxi, MS 39532

(228) 385-1237

CHAMBER OF COMMERCE

Area Development Partnership
P. O. Box 751
Hattiesburg, MS 39403
(601) 296-7500

Biloxi CoC
11975E Seaway Road
Gulfport, MS 39503
(228) 604-0014

Gulfport CoC
11975E Seaway Road
Gulfport, MS 39503
(228) 604-0014

Coast CoC
11975E Seaway Road
Gulfport, MS 39503
(228) 604-0014

D'Iberville-St. Martin CoC
10491 Lemoyne Boulevard
D'Iberville, MS 39532
(228) 392-2293

George County CoC
P.O. Box 441
Lucedale, MS 39452-0441
(601) 947-2755

Jackson County Area CoC
720 Krebs Avenue
Pascagoula, MS 39567
(228) 762-3391

Hancock County CoC
412 Highway 90, Suite 6
Bay St. Louis, MS 39520
(228) 467-9048

Jones County CoC
153 Base Drive
Laurel, MS 39440
(601) 428-0574

Lamar County CoC
P.O. Box 598
Purvis, MS 39475
(601) 794-1011

Long Beach CoC
11975E Seaway Road
Gulfport, MS 39503
(228) 604-0014

Ocean Springs CoC
P. O. Box 187
Ocean Springs, MS 39566
(228) 875-4424

Orange Grove CoC
13470 Highway 49
Gulfport, MS 39503
(228) 832-3028

Pass Christian CoC
11975E Seaway Road
Gulfport, MS 39503
(228) 604-0014

Picayune CoC
201 Highway 11 N.
Picayune, MS 39466
(601) 798-3122

Poplarville CoC
P. O. Box 367
Poplarville, MS 39470
(601) 795-0578

Wayne County CoC
P. O. Box 864
Waynesboro, MS 39367
(601) 735-6056

Biloxi Bay CoC
Biloxi, MS 39530
(228) 435-6149

BETTER BUSINESS BUREAU

BBB of Mississippi
601 Renaissance Way, Suite A
Ridgeland, MS 39157

Phone: (601) 707-0960
Email: info@ms.bbb.org
<http://ms.bbb.org>

BONDING

Mississippi Underwriters Insurance Agency, Inc.

(601) 981-9136

SMALL BUSINESS INSURANCE INQUIRIES

Consumer Assistance Division
MS Insurance Department
Jackson, MS

(800) 562-2957

CREDIT BUREAUS

Experian

P. O. Box 105873
Allen, TX 75013
(888) 397-3742
www.experian.com

Equifax

P. O. Box 105873
Atlanta, GA 30348
(800) 685-1111
www.equifax.com

TransUnion

P. O. Box 2000
Springfield, PA 19022
(800) 916-8800
www.tuc.com

STENNIS SPACE CENTER

(228) 864-6161

MISSISSIPPI HUB OFFICE

(601) 965 4757

U.S. DEPARTMENT OF LABOR

www.dol.gov

OCCUPATIONAL SAFETY & HEALTH

www.osha.gov

ENVIRONMENTAL PROTECTION AGENCY

www.epa.gov

MISSISSIPPI EMPLOYMENT SECURITY COMMISSION

www.mesc.state.ms.us

MISSISSIPPI INSURANCE COMMISSIONER

www.doi.state.ms.us

SOCIAL SECURITY ADMINISTRATION

www.ssa.gov

U. S. DEPARTMENT OF JUSTICE

www.doj.gov

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

www.eeoc.gov

FEDERAL EMPLOYEE JOB OPENINGS

www.usajobs.opm.gov