

Tolland County Chamber Member

Easy Reference Business Guide



U.S. Small Business
Administration

SBA - U.S. Small Business Administration

The SBA has worked to ignite change and spark action so small businesses can confidently start, grow, expand, or recover. Created in 1953, the U.S. Small Business Administration (SBA) continues to help small business owners and entrepreneurs pursue the American dream. The SBA is the only cabinet-level federal agency fully dedicated to small business and provides counseling, capital, and contracting expertise as the nation's only go-to resource and voice for small businesses.

Main Website: <https://www.sba.gov/>

Business Guide: <https://www.sba.gov/business-guide>

Funding Programs: <https://www.sba.gov/funding-programs>

Federal Contracting: <https://www.sba.gov/federal-contracting>

Learning Center: <https://learn.sba.gov/dashboard>

Contact Information & Hours of Operation:

Email: answerdesk@sba.gov Phone: 1-800-827-5722

Monday through Friday Between 9 am and 6 pm

Address: 409 3rd St, SW. Washington DC 20416



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SCORE (Service Corps of Retired Executives)

SCORE is here to help. Our team of over 10,000 volunteer business mentors is ready to help your small business survive—and thrive—through any crisis.

Main Website: <https://www.score.org/>

What if you could do more than just survive? What if you could thrive?

Remote Mentoring is Available:

Mentors are available to participate in remote mentoring sessions via phone, email, and video. If you already have a SCORE mentor, ask them if you can use a remote mentoring method for your sessions. If you don't already have a SCORE mentor, you can request a remote business mentor below. The health of small business owners, their employees and the SCORE network of volunteers remain our top priority. (Due to the coronavirus outbreak, SCORE mentors will meet with clients remotely)

Find a Mentor: <https://www.score.org/find-mentor>

Resilience Training:

SCORE offers free live and recorded webinars & interactive courses-on-demand on small business topics ranging from startup strategies to marketing and financing.

Take a Workshop: <https://www.score.org/take-workshop>

Resource Portal:

SCORE is your destination for free business templates, e-guides, checklists, blogs, infographics, videos, tools and other helpful resources to help you start and grow your small business.

Browse the Library: <https://www.score.org/browse-library>



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Main Website: <https://portal.ct.gov/SOTS/Business-Services/BSD>

Business Services Division ([Contact](#))

The Business Services Division maintains the business registry for the State of Connecticut. The purpose of the business registry is to provide an accurate public record of all business entities transacting business in the state. The Division also records financing statements filed under the Uniform Commercial Code and other personal property liens.

[Business.ct.gov](https://business.ct.gov)

Are you starting a new business in CT? Try out the new business checklist tool. In a few simple steps, you will have a personalized checklist that will guide you through the entire startup process.

Business Filings

- [Annual Reports](#)
- [Certificates of Legal Existence \(Good Standing\)](#)
- [Forms and Fees](#)
- [Dissolution \(Closing a Business\)](#)
- [Search for a Business](#)
 - [Advanced Business Searching - CT Data Collaborative](#)
- [Frequently Asked Questions](#)
- [Administrative Dissolution Notices](#)
- [Trade Names \(D/B/A or Sole Proprietorship\)](#)

Uniform Commercial Code (UCC)

- [Search UCC Filings](#)
- [UCC Forms](#)

[Copies of Our Records](#)

- [Request for Copies](#)
- [Bulk Data and Images](#)

- [Special Request Form](#)

Trademarks

- [Search a Trademark](#)
- [Trademark Forms](#)

[Notary Public](#) (Home Page)

- [Notary Search \(link to eLicense website\)](#)
Choose "Notary Public" from the license type field to limit your search to notaries public only
- [Notary Roster \(link to eLicense website\)](#)
Use this feature to generate a table of all active or inactive notaries public in the state



Connecticut Small Business Development Center

Receive comprehensive business advising to reach your goals and to overcome business challenges – from business planning to turnaround management.

Main Website: <https://ctsfdc.com/>

Start a Business: <https://ctsfdc.com/request-advising/start-a-business/>

Grow Your Business: <https://ctsfdc.com/request-advising/grow-a-business/>

Request Business Advising: <https://ctsfdc.com/request-advising>

Contact Information:

Email: ctsfdc@uconn.edu

Phone: 1-877-723-2828

Address: 222 Pitkin Street, East Hartford, CT 06108



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DECD - Department of Economic Community Development

The Department of Economic and Community Development is the state's lead agency responsible for strengthening Connecticut's competitive position in the rapidly changing, knowledge-based global economy.

The agency takes a comprehensive approach to economic development that incorporates community development, transportation, education, and arts and culture.

Main Website: <https://portal.ct.gov/DECD>

Small Business Reopening Resource Guide: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Small-Business-Reopening-Resource-Guide>

Sector Rules and Certification for Reopen: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Sector-Rules-and-Certification-for-Reopen>

Paycheck Protection Program: <https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

Contact Information:

Phone: 1-860-500-2300

Address: 450 Columbus Boulevard, Hartford, CT 06103



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AdvanceCT – Live, Work and Play in Connecticut

AdvanceCT is a nonprofit organization that works to engage, retain and recruit businesses and advance overall economic competitiveness in Connecticut.

In collaboration with the Connecticut Department of Economic and Community Development (DECD), AdvanceCT strives to build a place where business, government, higher education, and nonprofits come together to implement high impact and inclusive economic development solutions for the state.

Originally established in 1993 as the Connecticut Economic Resource Center, Inc., the economic development entity changed its name to AdvanceCT in 2020.

Main Website: <https://www.advancect.org/>

Grow Your Business: <https://www.advancect.org/advancing-business/assistance/>

Make Informed Decisions: <https://www.advancect.org/advancing-partners/research/>

Find Location Opportunities: <https://www.advancect.org/advancing-business/site-selection/real-estate/>

Build Local Economy: <https://www.advancect.org/advancing-partners/municipal/>

Contact Information:

Phone: 1-860-571-7136

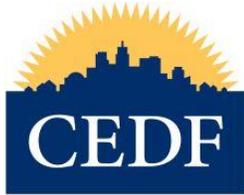
Address: 805 Brook Street, Building 4, Rocky Hill, CT 06067



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CEDF – Community Economic Development Fund

We provide loans to Connecticut small business owners, primarily in low-to-moderate income communities, who are not able to obtain traditional bank financing.

Main Website: <https://www.cedf.com/>

Loans: <https://www.cedf.com/loans/>

Education: <https://weteachsuccess.org/>

Community Development: <https://www.cedf.com/community-development/>

Contact Information:

Phone: 1-203-235-2333 Toll Free: 1-888-835-2333

Address: 965 East Main Street, Meriden, CT 06450



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Connecticut Small Businesses

Connecticut extends a big welcome to small businesses across a wide array of sectors. In fact, we've established a special *Office of Small Business Affairs* to connect business owners with resources that can help spark growth or ease relocation. So whether you're looking for financing, technical assistance or just a single point of contact to help you navigate the breadth of services available from federal, state, public/private and nonprofit organizations, we encourage you to contact the DECD Office of Small Business Affairs.

Main Website: https://portal.ct.gov/DECD/Content/Business-Development/01_Type_of_Business/Small-Businesses

Financing for small business is available through two programs:

- **Economic and Manufacturing Assistance Act (MAA)**. This act makes available low-interest loans and incentive-driven direct loans for projects when there is a strong economic development potential. Funding may be used for purchase of equipment, furniture and fixtures, construction, leasehold improvements, training and other eligible project-related activities.
- **Small Business Express Program**. This program provides loans and grants to Connecticut's small businesses to spur job creation and growth.

Connecticut Community Investment Corporation (CTCIC): <http://ciclending.com/>

- Community Investment Corporation (CIC) is an economic development lending company that offers financing and support to small businesses in Connecticut and Rhode Island (USA).
- **If you currently own your own business or are looking to start one**, we invite you to look through our website to learn more about how we can help you.

Contact Information:

Sheila Hummel Email: sheila.hummel@ct.gov

Phone: 1-860-500-2405

Your one stop for doing business in Connecticut

Website: <https://business.ct.gov/>

Starting a business?

Get a powerful customized checklist that will guide you through starting a new business in Connecticut. [Click Here](#)

Managing your Business:

All your business needs, from taxes to licenses to insurance, in one simple personalized hub.

Taxes & Forms: https://business.ct.gov/Manage/Stay-Compliant/Business-Taxes?language=en_US

Licenses & Permits: https://business.ct.gov/Manage/Stay-Compliant/License-and-Permits?language=en_US

Update Your Business Info: <https://portal.ct.gov/CID/Licensing/Online-Change-in-License-Information--Individual--Business-Entity-All-License-Types>

Registering New Employees: https://business.ct.gov/Manage/Employer-Info/Registering-New-Employees?language=en_US

Business Recovery: <https://business.ct.gov/recovery>



CONNECTICUT DEPARTMENT OF LABOR

Main Website: <http://www.ctdol.state.ct.us/>

CONNECTICUT DEPARTMENT OF LABOR MISSION STATEMENT

The Department is committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this in an ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

Unemployment Benefit Center: <https://portal.ct.gov/DOLUI>



- File a new claim for state or federal unemployment benefits
- Reopen a previous claim for unemployment benefits
- Create a user account for your unemployment benefits



- File your weekly claim (Sun - Fri only)
- Check status of weekly claim or manage your account
- Select a benefits payment option
- Get tax info (1099G form)
- File your application for Pandemic Emergency Unemployment Compensation (PEUC) or Extended Benefits (EB)
- Received an extended benefits letter
- Lost Wages Assistance



- File for Pandemic Unemployment Assistance (PUA)
- File your weekly PUA certification
- Check status of your weekly claim or manage your account

BUSINESS SERVICES

The Connecticut Department of Labor's (CTDOL) Business Services team's mission is to provide assistance to registered Connecticut businesses to our programs and services which will support them throughout their business cycles.

Such services that a Business Services Specialist can provide are:

- Coordinating recruitments held in the [American Job Center](#) offices
- Providing assistance to employers in posting their jobs to the [CTHires](#) website
- Connecting employers to CTDOL [Career Fairs](#)
- Providing business consultations and assessments
- Providing customized [Labor Market Information](#) to employers
- Visiting employers at their business location to determine the employer's needs
- Providing information on tax credit and tax incentive programs
- Writing Manufacturing Innovation Fund Incumbent Worker (MIF IWT) contracts
- Providing information on the [Shared Work](#) and [Rapid Response programs](#) to employers who may be contemplating or engaging in laying off workers

Contact Information:

P: 1-860-263-6000

Address: 200 Folly Brook Boulevard, Wethersfield, CT 06109

Non-unemployment Benefits: dol.webhelp@ct.gov



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US Department of Labor

Our Mission: To foster, promote, and develop the welfare of the wage earners, job seekers, and retirees of the United States; improve working conditions; advance opportunities for profitable employment; and assure work-related benefits and rights.

Main Website: <https://www.dol.gov/>

P: 1-866-487-2365

Address: 200 Constitution Ave NW, Washington, DC 20210



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Internal Revenue Services

Main Website: <https://www.irs.gov/>

Tax Information for Businesses: <https://www.irs.gov/businesses>

Paying Your Taxes: <https://www.irs.gov/payments>

Credits & Deductions: <https://www.irs.gov/credits-and-deductions>

Forms & Instructions: <https://www.irs.gov/forms-instructions>

Contact Your Local IRS Office: <https://www.irs.gov/help/contact-your-local-irs-office>



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Connecticut Department of Revenue Services

Information for Businesses:

1. [Starting a Business?](#)
2. [File & Pay Online](#)
3. [Reset/Change Admin Business Password](#)
4. [Business Tax Help](#)
5. [Sales & Use Tax](#)
6. [Corporation Business Tax](#)
7. [Withholding Tax](#)

More for Businesses:

1. [Amend a business return](#)
2. [Business Tax Payment Options](#)
3. [Calendar of Due Dates](#)
4. [CERC - CT Economic Resource Center](#)
5. [Change Business Address](#)
6. [Change Business Name](#)
7. [Change Business Structure](#)
8. [Close a business](#)
9. [e-Services Information](#)
10. [File a protest](#)
11. [Forms & Instructions](#)
12. [Obtain tax clearance - business only](#)
 - [IP 2018\(10\), Successor Liability and Request for Tax Clearance](#)
 - [AU-866, Form used to request a clearance](#)
13. [Obtain status letter](#)
14. [Attorney Occupational Tax](#)
15. [Report a lost or stolen check](#)
16. [Sales & Use Tax Filing information](#)

Featured Items:

1. [Pass-Through Entity Tax](#)
2. [2021 CT-W4P Information](#)
3. [2019 Legislative Summary](#)
4. [CT Use Tax](#)
5. [Status Letters](#)
6. [CT-IFTA](#)
7. [File W-2/1099s online](#)
8. [File Form 472 - Attorney Occupational Tax](#)
9. [File Form OP-424 - Business Entity Tax - Connecticut Business Entity Tax Sunset](#)
10. [DRS Tobacco Enforcement Division \(MSA\)](#)
11. [Other sites of interest](#)

[CURRENT YEAR FORMS](#) (Forms by tax type, misc. tax forms, income tax, sales tax, withholding tax, corporation tax, tax type indexes, calculators, calendar of due dates, publications & others)

[PRIOR YEARS FORMS](#) (Admissions & dues tax, attorney occupational tax, alcohol beverage/ distributor tax, business entity tax, cigarette tax, composite income tax, controlling interest transfer tax & others)

Main Website: <https://portal.ct.gov/DRS>



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Connecticut Paid Leave

Main Website: <https://ctpaidleave.org/>

How Does Paid Family & Medical Leave Apply to Me?

The Paid Family and Medical Leave Act (PFMLA) offers Connecticut workers the opportunity to take time to attend to personal and family health needs without worrying about lost income. The CT Paid Leave Authority provides Connecticut's workforce access to paid family and medical leave benefits by offering helpful tools and resources to help administer this new program.

Click for links below in blue:

[For Employers in Connecticut](#)

Employers in the State of Connecticut play a vital role in helping employees access paid time off to address their personal and family health needs under the Paid Family and Medical Leave Act (PFMLA). There are many personal and family health needs covered under the PFMLA, allowing your employees to take leave without the consequence of lost income.

[For Employees in Connecticut](#)

As a covered employee in the State of Connecticut, the Connecticut Paid Leave (CTPL) program presents the opportunity for you to take time to take care of yourself and your family's health needs without worrying about lost income while you are away from work.

[Are you a Sole Proprietor or Self-Employed?](#)

Sole proprietors and self-employed individuals have the option to enroll in the program. Learn more about how you can opt-in.



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