

Additional Information Page



Taxes

Federal Tax Identification Number

A Federal Tax Identification Number also known as Employer Identification number (EIN), is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers when filing various business tax returns. Your business is required to have this number whether you intend to have employees or not. The only exceptions is with sole proprietors without employees; they can use their social security number, however; keep in mind that suppliers may request a number other than your social security number. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit organizations, trusts and estates, government agencies, certain individuals and other business entities.

Apply online or via phone or mail. Ask for a "Small Businessperson's Kit" for a sole proprietorship, partnership, or corporation. The website also offers educational information on business tax issues.

Internal Revenue Service

M-F 8:00 AM - 4:30 PM

210 Walnut Street

1st Floor #1407

Des Moines, IA 50309

(800) 829-3676 or (515) 283-0523

www.irs.gov

Iowa Sales Tax License

In addition to the federal tax identification number, any business located in or transacting business in Iowa and paying wages or sales taxes must withhold Iowa State Tax. An Iowa Sales Tax License must be obtained.

This 800 number will access you to the sales tax division and the state income tax division. You can get sales tax permit and the forms you will need for your Iowa personal taxes online or by calling. On the website apply for sales tax license online, download Iowa tax information, publications and forms. Register to withhold Iowa income tax from your employees and/or to make estimated tax payments as a sole proprietor. Information on Iowa taxes and class information: <http://www.state.ia.us/tax/educate/78539.html>

You can also download the Iowa Sales and Use Booklet to find out if your product/service is taxable.

Iowa Department of Revenue and Finance

Tax Payer Services

Hoover State Office 4th Floor

Des Moines, IA 50309

(800) 367-3388

<http://www.state.ia.us/tax>

Employees

Employee Standards Administration

The Employee Standards Administration office and website offers information on labor laws, best practices for hiring and supplies the FREE employment posters needed for employers.

Wage and Hour Division

US Department of Labor

M-F 8:00 AM - 4:30 PM

210 Walnut Street #643

Des Moines, IA 50309

(515) 284-4625

<http://www.dol.gov/whd>

Workers Compensation

Iowa law requires every employer to carry workers compensation for all employees, including part-time. Be sure you are complying with this law. If you are not sure if this applies to you, call the Worker's Compensation Service office at (515) 281-5934. Visit the Iowa Workforce Development website for specific Iowa compliance duties. To purchase or estimate your insurance contact your local insurance agent.

<http://iowaworkforce.org/wc/compliance/complianceduties.html>

Iowa Workforce Development

Provides job placement to applicants, assistance to employers in recruitment, and referral of job applicants. Provides labor market information, OSHA or regulation information and enforcement, child labor laws, State Unemployment Tax Act (SUTA) information, how to apply, online application, and information about the program.

1000 East Grand Avenue

Des Moines, Iowa 50319-0209

(515) 281-3606

(800) 562-4692

www.iowaworkforce.org

*local contacts available – ask SBDC for more information