

Taxes

As a business owner you will need to become familiar with:

- Taxes
- What tax forms to file
- When to file the tax forms
- Tax benefit programs available
- Visit www.tax.state.ny.us/sbc/ and www.irs.gov/businesses/small/index.html

Government Programs

Empire Zones

- Designated areas with certain qualities where a business may qualify for tax credit and exemptions
- Visit www.tax.state.ny.us/sbc/qeze.htm

Procurement

- The process of selling your products and /or services to state, federal and local government agencies
- Visit www.ogs.state.ny.us/default.asp

Certified Minority/Women Business Enterprises (MWBE)

- Listing in the Directory of Certified Minority and Women Business Enterprises used by corporations and contractors
- Access to loan and bonding programs as well as technical assistance
- Visit [www.empire.state.ny.us/Small and Growing Businesses/mwbe.asp](http://www.empire.state.ny.us/Small%20and%20Growing%20Businesses/mwbe.asp)

Insurance

Some types of insurance are:

- General Liability
- Property
- Business life
- Health Insurance
- Visit www.ins.state.ny.us/csmbidx.htm

Finance

- Personal Resources
- Bank Loans, SBA Loans
- Minority/Women Revolving Loan Fund
- Health Insurance
- Visit www.banking.state.ny.us/sba.index.htm

Business Resources

Starting your business

- www.sba.gov

Business Plan

- www.sba.gov

Marketing

- <http://sbdnet.utsa.edu>

Taxes

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AFRICAN AMERICAN
CHAMBER OF COMMERCE
WESTCHESTER & ROCKLAND COUNTIES INC.

Small Business Resource Guide



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Chamber Benefits For Small Businesses

MEMBER BENEFITS:

- Hudson Valley PREP Program
- Business Assistance Programs
- Access to Capital – M/WBE Micro Loan Fund
- Member Discounts (Events etc.)
- Networking Receptions
- Education Seminars
- Business Development Roundtable Meetings
- Free Listing in the Business-to-Business Directory
- Free Listing on the Business-to-Business Web Directory
- Procurement Development Program
- Group Insurance Program
- Media Coverage Opportunities: Radio, Cable & Newsletters

INTERACTIVE NETWORKING OPPORTUNITIES:

- Legislative Business-to-Business Reception
- Expos
- Business-to-Business Exchange & Women's History Month luncheon
- Casino Night
- Juneteenth Celebration
- Annual Awards Dinner
- Women's Initiative
- Bi-Annual Golf Invitational
- Book Signings
- Member Receptions
- Joint Venture Receptions
- Paid Subscription to Black Enterprise Magazine

and much more...

Starting Your Business

Increase your chances of success

- List reasons for wanting to go into business
- Determine what type of business is right for you by asking yourself:
 - * How can I apply the skills I have?
 - * What types of activities do I like to do in my spare time?
- Create a checklist for yourself to make sure you have covered everything:
 - * Company Name
 - * Location
 - * Financing needed
 - * Equipment and supplies needed

More information on starting your business can be found at www.sba.gov/startingbusiness/planning/writingplan.html

A business plan helps to:

- Identify goals
- Provide specific and organized information about your company
- Define your financial outlook

Marketing

E-Commerce Benefits

- A website can be used as a marketing brochure
- Helps provide better communication with customers
- Enables smaller business to compete with larger firms
- Visit <http://sbdnet.utsa.edu>

Advertising Tips

- Establishes and maintains your distant identity
- Promote your business to investors
- Taglines can effectively emphasize the reason for purchasing your product or service
- Co-sponsor events with non-profit organizations
- Tradeshows/Expos
- Business Newsletters

Record-keeping

Good record-keeping will help keep your business current and in control of finances. The format for your record keeping has an effect on how you will be taxed. You may want to consult an accountant to come up with a format that is right for your business.

A basic record-keeping format includes:

- Incoming merchandise/supplies
- Outgoing merchandise/ services
- Incoming revenue
- Outgoing revenue
- Sales tax records
- Employer records
- Tax Returns