

# OPERATING A BUSINESS IN HOT SPRINGS

The City of Hot Springs requires an occupation tax permit to conduct business within the city limits. If your business is operated out of your home, you are also required to have a home occupation permit. You must apply for this permit in person at the Planning & Development Department. For an occupation tax permit application see:

City Collector's Office  
Hot Springs Municipal Building  
349 Malvern Ave  
Hot Springs, AR 71901  
Phone 501-321-6826

The Arkansas Department of Finance and Administration is responsible for the collection of all sales and use taxes. Their phone number is 501-682-7104. If you have vending machines or video game machines, you must also speak with the miscellaneous tax section about tax decals for your machines.

Personal property and business personal property taxes are handled by the Garland County Assessor and/or Collector. They are both located at 200 Woodbine St. and can be reached at 501-622-3730 (assessor) and 501-622-3710 (collector).

DBA's (Doing Business As) or business names are registered with the County Clerk's office. Their phone number is 501-622-3610.

If you wish to incorporate your business, contact the Secretary of State's office and ask for the Corporations Clerk for forms and fee schedules.

## Zoning

Contact the Hot Springs Planning & Development Department for zoning regulations that apply to the location for your proposed business.

Planning and Development Department  
133 Convention Blvd.  
Hot Springs, AR 71901  
Phone 501-321-6856

## **State Sales Tax Number**

To obtain your Arkansas Sales Tax Number contact the State of Arkansas Sales Tax office.

Department of Finance & Administration  
7th and Wolfe Streets, Room # 211  
Little Rock, AR 72202  
Phone 501-682-7104

## **Federal Tax Identification Number**

To obtain your Federal Tax ID Number contact the Internal Revenue Service.

Internal Revenue Service  
Federal Building, Room # 2503  
Little Rock, AR 72201  
Phone 501-378-5685 or 800-829-1040

## **Corporations and Limited Partnerships**

Corporations and Limited Partnerships must be registered with the Arkansas Secretary of State. Secretary of State Sharon Priest and her staff will assist you in registering your business.

Secretary of State's Office  
256 State Capitol  
Little Rock, AR 72201  
Phone 501-682-5151

## **Individuals Operating Under Trade Name**

Other than owner's name must be registered with County Clerk.

County Clerk  
Garland County Court House  
Ouachita & Hawthorne Sts.  
Hot Springs, AR 71901  
Phone 501-622-3610

## **State Unemployment Insurance**

Any business hiring one or more employees on a full or part-time basis must notify:

Employment Security Department  
3955 Central Ave.  
Hot Springs, AR 71913  
Phone 501-525-3450

## **State Quarterly Withholding Report**

Any business hiring employees on a full or part-time basis must notify:

State of Arkansas Withholding Office  
PO Box 9941  
Little Rock, AR 72203  
Phone 501-682-7290

## **State Wages, Rates, and Information**

Information about wages in Arkansas, rates and other information can be obtained from the Department of Labor.

Department of Labor  
10421 West Markham St.  
Little Rock, AR 72201  
Phone 501-682-4505

## **Business Tax Education Workshop**

The Small Business Development Center located at UALR conducts workshops on

federal taxes for small businesses. There is a \$25.00 registration fee.

Call 501-683-7700 for information and schedules.

## **Score**

The Service Corporation of Retired Executives under the auspices of the U.S. Small Business Administration. A local phone number for SCORE is 501-321-1700.

Service Corporation of Retired Executives  
320 West Capitol  
Little Rock, AR 72201  
Phone 501-324-5893

## **Businesses Operating in Certain Fields**

Businesses operating in certain fields, such as those that require licensing, must register with the appropriate agency. Examples of agencies that license specialized businesses are:

The Health Department  
1425 Malvern Ave.  
Hot Springs, AR 71901  
Phone 501-624-3394

The Department of Alcoholic Beverage Control  
100 Main St, Ste 503  
Little Rock, AR 72201  
Phone 501-682-1105

## **City Taxes**

Forms can be obtained to file your room and food and beverages taxes from Hot Springs Advertising and Promotion Commission.

Hot Springs Advertising & Promotion Commission  
134 Convention Blvd.  
Hot Springs, AR 71901  
Phone 501-321-4378

## **Name Search**

To conduct a nation-wide name search call Little Rock Library @ 501-682-1527.  
To conduct a state-wide name search call Secretary of State @ 800-482-1147.  
To trademark your business name in Arkansas, the fee is \$50.00