

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
Bill Edwards Financial Services Building
517 Airport Rd, Ste C
Hot Springs, AR 71913
Phone 501-321-6826
email jwillingham@cityhs.net

Also you can download an application at www.cityhs.net, departments, finance, revenue, business/ occupation tax application.

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).

D.B.A.'s (Doing Business As) or business names are registered with the County Clerk's office in the courthouse. 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
email rstauder@cityhs.net
jgriffin@cityhs.net

State Sales Tax Number

To obtain your Arkansas Sales Tax Number contact the State of Arkansas Sales Tax office, or download the application at www.arkansas.gov/dfa, sales & use tax.

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's Office
256 State Capitol
Little Rock, AR 72201
Phone 501-682-5151
www.sosweb.state.ar.us

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

A conference on Federal Taxes for small businesses is conducted by the Small Business Development Center located at UALR. There is a \$25.00 fee.

For further information and a list of schedules call 501-683-7700.

Score

The Service Corporation of Retired Executives is 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

City Taxes - Advertising & Promotion Commission

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
Email mbirmingham@hotsprings.org

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

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

OTHER FREQUENTLY REQUESTED PHONE NUMBERS

Dept of Finance & Administration	501-682-2242
Federal I.D. Numbers (IRS)	800-829-4933
Attorney General's Office	501-682-2007
Contractor's Licensing Board	501-372-4661
U.S. Patent & Trade Office	501-682-2053
Arkansas General Information	501-682-3000
Income Tax 501c3	501-682-4775
Better Business Bureau	800-482-8448