



TIPS AND RECOMMENDATIONS TO OPEN A BUSINESS IN THE U.S.

If you are planning to open your own business, in this sheet you will find some advice and recommendations, as well as information regarding where you can find additional counseling to do so in the tri-state area.

To open up a business, first you need to have a good plan, be aware of the financial decisions you need to take, and complete a series of legal steps. These 10 easy steps can help you plan, prepare and administrate your business.

10 steps to start your business

Step 1: Write down a business plan

Ask for the Business Plan Tip Sheet at the Financial Counsel Window at the Consulate to know more about advice on how to properly design a business plan.

Step 2: Get counseling

There are many free workshops at the local offices of SBA, SCORE, or at the Department of Consumer Affairs (DCA) in New York City.

Step 3: Chose the ideal place to open

Get as much advice as possible regarding the best location for your business. Take into consideration your objective market as well as zoning regulations.

Step 4: Get funding

You might be eligible for government loans. Get all the information possible regarding capital loans and even crowdsourcing that help you start.

Step 5: Determin the legal structure

There are different types of corporations: one owner, society, corporation, LLC, etc. Choose the one that best fits your needs.

Step 6: Register your business

Register your business' name with your state government (NY, NJ, or CT).

Step 7: Apply for your Employer Identification Number

You must get the Employer Identification Number (EIN) from the IRS.

Step 8: Register to pay state and local taxes

You must register in your state to get your tax paying number (income and employment), as well as unemployment benefits, etc.

Step 9: Get the appropriate licenses and permits

Get a list of federal, state and local licenses and permits you need to open a specific business.

Step 10: Know your obligations as a business owner

Familiarize with the legal steps and learn what paperwork you need to hire employees and all your responsibilities and obligations as an employer.

Visit the web site www.sba.gov to get more information.

Licenses and other requirements in New York City

Find out all the requirements and get counseling in NYC by specific industry and business type here:

www.nyc.gov/portal/site/businessexpress/

Opening a Business in the United States

CONSULATE GENERAL OF MEXICO IN NY



Avoid common mistakes

When you decide on a place where to settle have in mind the zoning regulations and the permits needed before signing a lease or any other legal binding paper.



Avoid frauds

Look for free and personal counseling following and follow these recommendations. If you are being advised by lawyers, ask them for their credentials before signing or giving them money. You could end up spending a lot of money or slowing down the process to open your business.

Get free counseling and information

New York

State website: <http://esd.ny.gov/SmallBusiness.html>
Tel: (800) 782-8369

District Office – SBA
26 Federal Plaza Suite
3100
10278 New York,
NY
Tel: 212-264-4354



New York City Government:
www.nyc.gov/nycbusiness

New Jersey

State website: www.nj.gov/njbusiness/
Tel: (866)-534-7789

District Office – SBA
Two Gateway Center
Suite 1501
07102 Newark, NJ
Tel: 973-645-2434



Connecticut

Business state website:
www.ct-clic.com/

District Office – SBA
330 Main Street
Second Floor
06106 Hartford, CT
Tel: 860-240-4700



Small Business Administration (SBA)

The U.S. government, through SBA, offers help for business owners to start, build, and grow their businesses.

SBA and its partnerships network can help you in each step. Their services include free counseling, loans and skills-training. If you already have a business you can use SBA's resources to make it grow.

Visit the website www.sba.gov to get more information, or visit one of their local offices to get assistance.

SCORE

SCORE is a national non-for-profit organization whose goal is to help small business to start, grow, and succeed. More than 13,000 business owners and volunteers mentor small business owners and people interested in opening a business in the U.S.

SCORE offers key services – in person and on line – to people that need an expert's advice. They offer 7,000 workshops nationwide regarding different topics. For more information visit www.score.org or call 1-800-624-0245

NYC.GOV - "Business Solutions"

Visit New York Business Solutions webpage to get legal and financial counseling, as well as information to start or boost your business in New York City. They also offer information regarding loans and free courses and information regarding licenses and permits. More information in their website:

www.nyc.gov/portal/site/businessexpress/
www.nyc.gov/nycbusiness



Financial Counsel Window

Come to the "Ventanilla de Asesoría Financiera" for further informative handouts and individual counseling regarding tax returns and any other issue related to the financial system in the United States, such as:

- ➔ Opening a bank account
- ➔ Managing your money
- ➔ Taking control over your debts
- ➔ Improve your credit
- ➔ Save and Plan your future
- ➔ And more

FACTS

45.8%

45.8% of the Hispanic business owners in the U.S. are Mexican.

47.7%

The number of Mexican-owned business in the United States grew 47.7% between 2002 and 2007, the largest growth among Hispanic-owned businesses.

