



Daytona Regional

CHAMBER OF COMMERCE



BUSINESS RESOURCE GUIDE

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BUSINESS RESOURCE GUIDE - INTRODUCTION

This Business Resource Guide is a compilation of resources intended to provide assistance to those interested in starting a business as well as a resource for existing businesses interested in obtaining additional information and expertise to further enhance their success.

The Business Resource Guide was developed by the Daytona Regional Chamber's Small Business Committee to connect small business members with networking opportunities, information, assistance, and resources that will help them best utilize their membership and contribute to their success.

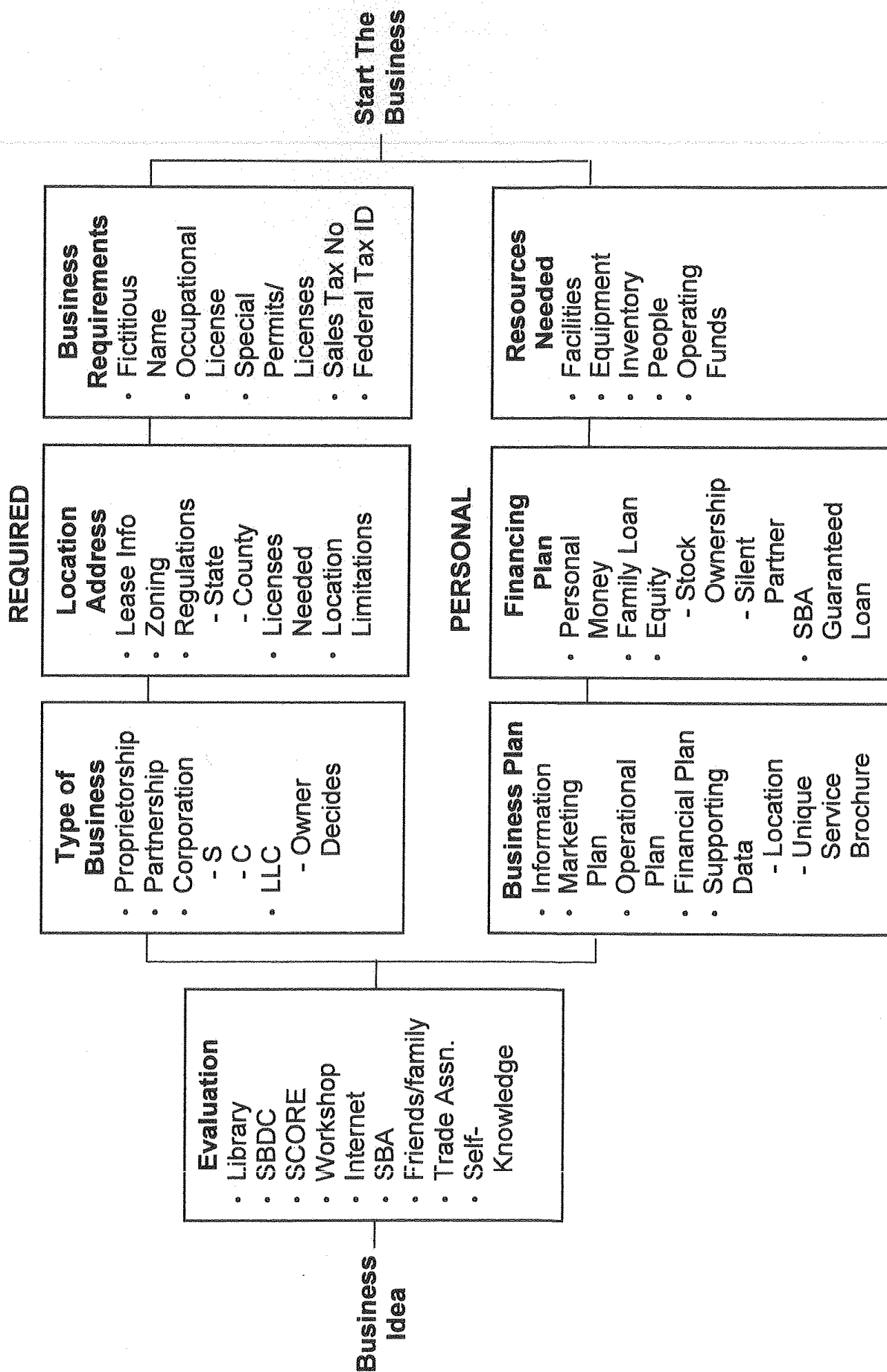
If you are not a member of the Daytona Regional Chamber, we invite you to join and make an investment in your own business and in your community. Allow us to be your champion in our mission of advocating a strong economic and business environment and serving as a platform through which our members and the entire business community can thrive.



To learn more about joining the Daytona Regional Chamber of Commerce, call 386.523.3680 or visit DaytonaChamber.com.



Getting Started in Business Flow Chart



Licensing/Registration

Many businesses and professions are licensed by the state and/or county. Local occupational licenses are also required for most businesses and are issued by the City Clerk and the County Tax Office in most areas.

Local government agencies issue certificates of occupancy and zoning permits to operate a business in a particular area, including home-based businesses.

For information on state regulated professions and businesses, contact the Florida State Department of Business & Professional Regulations, myfloridalicense.com.

For information on county regulated professions and businesses, contact Volusia County Administration at 386.736.2700 or volusia.org.

Division of Corporations (Florida Department of State)

State agency for business entity filings, annual reports, fictitious names, trademarks and service marks.

Mailing Address:

Department of State
Division of Corporations
[Section Name]
P.O. Box 6327
Tallahassee, FL 32314

Website: sunbiz.org

Division of Corporations Telephone Directory

All General Inquiries 800.755.5111

Corporations

<u>Florida Profit & Non-Profit – Articles of Incorporation</u>	<u>850.245.6052</u>
<u>Corporation Amendments, Dissolutions & Withdrawals</u>	<u>850.245.6050</u>
<u>Corporation Mergers & Registered Agent Changes</u>	<u>850.245.6050</u>
<u>Corporation Annual Reports & Reinstatements</u>	<u>850.245.6059</u>
<u>Foreign Corporation Qualification</u>	<u>850.245.6051</u>



For specific filing questions, use the following phone numbers:

Limited Liability Company (LLC)

<u>Florida LLC – Articles of Organization</u>	<u>850.245.6052</u>
<u>LLC Amendments & Registered Agent Changes</u>	<u>850.245.6050</u>
<u>LLC Annual Reports & Reinstatements</u>	<u>850.245.6059</u>
<u>LLC Mergers</u>	<u>850.245.6050</u>
<u>Foreign LLC Qualification</u>	<u>850.245.6051</u>

Partnerships

<u>Limited Partnership Filings</u>	<u>850.245.6051</u>
<u>Limited Liability Limited Partnership Filings</u>	<u>850.245.6051</u>
<u>Annual Reports & Reinstatements</u>	<u>850.245.6059</u>
<u>General, Limited Liability Partnership Filings</u>	<u>850.245.6059</u>
<u>LP and LLLP Registered Agent Changes</u>	<u>850.245.6051</u>

Fictitious Names

<u>Registrations & Renewals</u>	<u>850.245.6058</u>
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Trade and Service Marks

<u>General Information</u>	<u>850.245.6051</u>
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VOLUSIA COUNTY GOVERNMENT OFFICES

Citizens Hotline	866.345.0345
Daytona Beach	386.257.6000
DeLand	386.736.2700
New Smyrna Beach	386.423.3300
Osteen	386.574.0598

Thomas C. Kelly Administration Center

123 West Indiana Avenue
DeLand, FL 32720

Business Tax Receipt

All businesses with a physical location in Volusia County are required to have a current Volusia County business tax receipt unless exempt per Section 114-1(b) Tax Schedule of the Volusia County Code of Ordinances. The tax year is from Oct. 1 through Sept. 30 of the following year. Bills for each year are mailed July 1. A new receipt is issued for each year the tax is paid.

Application and Renewal Resources

Online renewal – volusia.org

Convenience fees are charged by the processing company. Credit card payment convenience fee is 2.6% with \$1.95 minimum. E-Check payment convenience fee is \$1.50.

New/Existing Business

Apply for a new Volusia County local business tax receipt online or make changes to an existing account.



Contact the Revenue Division for further assistance.

Director | Tax Collector

Craig Baumgardner, CFC, CEL
revenue@volusia.org

Office hours

Monday - Friday
8 a.m. to 5 p.m.

Daytona Beach

P: 386.254.4635

DeLand

P: 386.736.5938

New Smyrna Beach

P: 386.423.3325

Orange City

P: 386.736.5938

Before continuing on to the online application for a Business Tax Receipt, make sure to have the following ready:

1. **Social Security number** or **Federal Employer ID number** is required per F.S. 205.0535
2. **Fictitious Name** registration will be required.
 - Visit Sunbiz.org to register your business name, LLC, or Corporation to obtain your Document/Registration number.
 - Exemption: Full legal name must be in the business name. For example Handyman Services by John
3. **State License Number** will be required (e.g. Medical Doctor, Real Estate Brokerage, Automotive Dealer and/or Repair, Etc.)
4. "Specialty" **Contractors License** (e.g. Plumber, Roofer, Electrician, etc.) Application will be subject to review by the Contractor Licensing Department.
5. **City License Number**
 - If your business is located within city limits, you must first obtain a city license.



ZONING

Land use and **zoning** involves the regulation of the use and development of real estate. The most common form of land-use regulation is zoning. Zoning regulations and restrictions are used by counties and municipalities to control and direct the development of property within their borders.

It is important to determine if the location you are considering is properly zoned for your type of business.

The City's or County's Zoning section interprets and administers the City's or County's Land Development Code (LDC) Zoning District Regulations. The LDC defines zoning categories which regulate and establish uses, building setbacks, and development standards for each piece of land within the city. These categories segregate land uses into three main categories – residential, commercial and industrial.

PERMITTING

A **construction permit** or **building permit** is a permit required in most jurisdictions for new construction, or adding onto pre-existing structures, and in some cases for major renovations. Generally, the new construction must be inspected during construction and after completion to ensure compliance with national, regional, and local building codes. Failure to obtain a permit can result in significant fines and penalties, and even demolition of unauthorized construction if it cannot be made to meet code.

Will your business require a permit?

Each City or County has a New Construction or Building Division which handles all building permit and inspection needs.

This Division or Department reviews construction plans, issues permits and performs necessary inspections to ensure building projects are built safely and in compliance with state and local codes and regulations helping create a vibrant, livable and safe-built community.



CITIES AND MUNICIPALITIES IN VOLUSIA COUNTY

(Some cities and municipalities have Economic Development Departments to assist businesses).

City of Daytona Beach

Reed Berger, Redevelopment Director
City Hall, Room 256
301 South Ridgewood Avenue
Daytona Beach, FL 32114
P: 386.671.8180

codb.us

Planning Department
Permits and Licensing

P: 386.671.8120

P: 386.671.8140

City of Daytona Beach Shores

Michael T. Booker, City Manager
2990 South Atlantic Avenue
Daytona Beach Shores, FL 32118
P: 386.763.5373

dbshores.org

Planning Department
Permits and Licensing

P: 386.763.5361

P: 386.763.5377

City of Debary

Roger Van Auker, Economic Development Marketing Director
16 Colomba Road
Debary, FL 32713
P: 386.668.2040

debary.org

Planning Department
Permits and Licensing

P: 386.668.2040

P: 386.668.2040

City of DeLand

Nick Conte, Economic Development Manager
120 South Florida Avenue
DeLand, FL 32720
P: 386.626.7021

deland.org

Planning Department
Permits and Licensing

P: 386.626.7005

P: 386.626.7005



City of Deltona

Jerry Mayes, Economic Development Administrator
2345 Providence Boulevard
Deltona, FL 32725
P: 386.878.8619

deltonafl.gov

Planning Department
Permits and Licensing

P: 386.878.8650

P: 386.878.8100

City of Edgewater

Samantha Bergeron, Economic Development Director
104 North Riverside Drive
Edgewater, FL 32132
P: 386.424.2400, x7201

cityofedgewater.org

Planning Department
Permits and Licensing

P: 386.424.2400, x1502

P: 386.424.2400, x1514

City of Holly Hill

Joe Forte, City Manager
1065 Ridgewood Avenue
Holly Hill, FL 32117
P: 386.248.9425

hollyhillfl.org

Planning Department
Permits and Licensing

P: 386.248.9442

P: 386.248.9424

City of Lake Helen

Becky Witte, City Administrator
327 South Lakeview Drive
Lake Helen, FL 32744
P: 386.228.2121

www.lakehelen.org

Planning Department
Permits and Licensing

P: 386.228.2531

P: 386.228.2358



City of New Smyrna Beach

Tony Otte, Economic Development Director
210 Sams Avenue
New Smyrna Beach, FL 32168
P: 386.410.2600

cityofnsb.com

Planning and Zoning Department
Permitting and Licensing

P: 386.410.2800

P: 386.410.2800

City of Oak Hill

Kohn Evans, City Administrator
234 U.S. Highway 1
Oak Hill, FL 32759
P: 386.345.3522

oakhillfl.com

Planning and Zoning Department
Permitting and Licensing

P: 386.345.3522

P: 386.345.3522

City of Orange City

Becky Mendez, Development Services Director
205 East Graves Avenue
Orange City, FL 32763
P: 386.775.5415

ourorangecity.com

Planning and Zoning Department
Permitting and Licensing

P: 386.775.5415

P: 386.775.5403

City of Ormond Beach

Brian Rademacher, Economic Development Director
22 South Beach Street
Ormond Beach, FL 32174
P: 386.676.3266

ormondbeach.org

Planning and Zoning Department
Permitting and Licensing

P: 386.676.3238

P: 386.676.3234



City of Port Orange

Tim Burman, Community Development Director
1000 City Center Circle
Port Orange, FL 32129
P: 386.506.5675

port-orange.org

Planning and Zoning Department
Permitting and Licensing

P: 386.506.5601

P: 386.506.5602

Town of Pierson

Carmen Spelorzi, Town Clerk
Pierson Town Hall
106 North Center Street
Pierson, FL 32180
P: 386.749.2661

townofpierson.org

Planning and Zoning Department
Permitting and Licensing

P: 386.749.2661

P: 386.749.2661

Town of Ponce Inlet

Jeanee Witt, Town Manager
4300 South Atlantic Avenue
Ponce Inlet, FL 32127
P: 386.236.2150

ponce-inlet.org

Planning and Zoning Department
Permitting and Licensing

P: 386.236.2182

P: 386.236.2182

City of South Daytona

Patty Rippey, Redevelopment Director
1672 South Ridgewood Avenue
South Daytona, FL 32119
P: 386.322.3016

southdaytona.org

Planning and Zoning Department
Permitting and Licensing

P: 386.322.3020

P: 386.322.3020



BUSINESS ASSISTANCE ORGANIZATIONS

Better Business Bureau—Central Florida

1600 South Grant Street

Longwood, FL 32750

P: 407.621.3300

info@centralflorida.bbb.org

www.bbb.org

BBB is the resource to turn to for objective, unbiased information on businesses. Our network of BBBs allows us to monitor and take action on thousands of business issues affecting consumers at any given time.

CEO Business Alliance

Dr. Kent Sharples, President

825 Ballough Road

Daytona Beach, FL 32114

P: 386.256.4900

info@ceobusinessalliance.com

www.ceobusinessalliance.com

This is a select group of CEOs and Chairs of the top private companies in Volusia County whose mission is to personally offer expertise to assist compatible businesses in relocating to the community.

Daytona Regional Chamber of Commerce

Nancy Keefer, President and CEO

126 East Orange Avenue

Daytona Beach, FL 32114

P: 386.255.0981

nancy@daytonachamber.com

www.daytonachamber.com

The Daytona Regional Chamber of Commerce advocates a strong economic and business environment and serves as a platform through which our members and the entire business community can thrive.



Florida High Tech Corridor

Edward Schons, President
Florida High Tech Corridor Council
1055 AAA Drive, Suite 140
Heathrow, FL 32746
P: 407.708.4630

ed.schons@floridahightech.com

floridahightech.com

The Corridor is a regional economic development initiative of the University of Central Florida (UCF), the University of South Florida (USF) and the University of Florida (UF) whose mission is to grow high tech industry and innovation through partnerships that support research, marketing, workforce and entrepreneurship.

Florida Research and Economic Information Database Application

freida.labormarketinfo.com

Labor Market Facts, Area, Industry and Occupation Profiles, Education and Training Data, Employers.

This site is a powerful online labor market information system, accessed as a web site on the Internet or an Intranet at a OneStop Center. It was specifically designed for job seekers, students, employers, training providers, workforce professionals, and others seeking to explore local labor markets.

Foreign-Trade Zone Resource Center

foreign-trade-zone.com

Potential Foreign-Trade Zone Grantees and FTZ users, as well as existing FTZ Grantees and users, will find valuable information on this site within the rapidly changing international trade environment. The various benefits offered by the Foreign-Trade Zones program make it an effective response to the problems that arise when the \$8.5 trillion dollar U.S. economy operates within the rapidly changing international trade environment.

The Lodging and Hospitality Association of Volusia County

Bob Davis, President/CEO
2209 South Atlantic Avenue
Daytona Beach Shores, FL 32118
P: 386.257.6828

bdavis@daytonahotelmotel.com

daytonahotelmotel.com

This Association provides a vehicle and a voice for cooperation among all members of the hospitality industry.



United States Patent and Trademark Office

For general information, mailing addresses, Internet addresses, USPTO.gov accounts, how to use the online fee payment management system and contact information for other USPTO services.

P: 800.786.9199

uspto.gov

Team Volusia Economic Development Corporation

Keith Norden, President and CEO

One Daytona Blvd., Suite 240

Daytona Beach, FL 32114

P: 386.265.6332

knorden@tvedc.com

teamvolusiaedc.com

This organization is dedicated to advancing economic prosperity for the region. Through public/private partnerships, working to raise the visibility of Volusia County as a premier business destination.

Volusia Building Industry Association

Laura Perkins, Executive Director

104 LaCosta Lane, Suite 130

Daytona Beach, Florida 32114

P: 386.226.1414

laura@volusiabia.com

volusiabia.com

The Volusia Building Industry Association (VBIA) is a not-for-profit professional trade association providing proactive leadership when representing, promoting, and protecting the construction industry.

Volusia County Association for Responsible Development (VCARD)

Kerry Symolon Karl, Executive Director

126 East Orange Avenue

Daytona Beach, Florida 32114

P: 386.523.3671

responsibleddevelopment.com

VCARD is a not-for-profit membership association dedicated to affecting positive outcomes for the development in our community.



Volusia County Bar Association

Kathie Selover, Executive Director
307 West Granada Blvd., Suite 1003
Ormond Beach, FL 32174
P: 386.253.9471

volusiabar@gmail.com

volusiabar.org

This Association regulates the practice of and promote improvements in the law and in the methods of its administration and provides educate its members.

Volusia County Division of Economic Development

Helga van Eckert, Director
700 Catalina Drive, Suite 200
Daytona Beach, FL 32114
P: 386.248.8048

hvaneckert@volusia.org

floridabusiness.org

This Division provides assistance at no cost to businesses (start-ups, second-stage, or maturing businesses) with the desire and potential for growth within Volusia County.

Volusia County Medical Society

P.O. Box 9595
Daytona Beach, FL 32120-9595
P: 386.255.3321

docs420@aol.com

vcms.org

The Volusia County Medical Society is dedicated to bringing the physicians of Volusia County into one organization, promoting the science and art of medicine, and fostering the common interest of our members and the public.

Volusia Manufacturers Association (VMA)

Ms. Jayne Fifer, President/CEO
3 Blockhouse Court
Ormond Beach, FL 32174
P: 386.673.0505

jayne.fifer@VMAonline.com

vmaonline.com

The VMA is the only trade association focused on the success of local Florida manufacturers and it is a corporate membership organization and maintains a 70:30 ratio of manufacturer to service partner members.



REALTOR ASSOCIATIONS

The Realtor Associations serve the needs of both home sellers and buyers in the greater Daytona Beach area. Serving the needs of its members, the public and the community are the associations' three main purposes.

Daytona Beach Area Association of Realtors

1716 Ridgewood Avenue

Holly Hill, FL 32117

P: 386.677.7131

daytonarealtors.com

New Smyrna Beach Board of Realtors

725 West Canal Street

New Smyrna Beach, FL 32168

P: 386.428.2104

newsmyrnabeachrealtors.com

West Volusia Association of Realtors

425 South Orange Avenue

Orange City, FL 32763

P: 386.774.6433

westvolusiarealtors.com



STATE OF FLORIDA

Department of Economic Opportunity

107 East Madison Street
Caldwell Building
Tallahassee, Florida 32399-4120
P: 850.245.7105

floridajobs.org

The DEO assists the Governor in advancing Florida's economy by championing the state's economic development vision and by administering state and federal programs and initiatives to help visitors, citizens, businesses, and communities.

Enterprise Florida

Orlando Headquarters
800 North Magnolia Avenue, Suite 1100
Orlando, FL 32803
P: 407.956.5600

enterpriseflorida.com

Enterprise Florida, Inc. (EFI) is a public-private partnership between Florida's business and government leaders and is the principal economic development organization for Florida. EFI's mission is to expand and diversify the state's economy through job creation. In pursuit of its mission, EFI works closely with a statewide network of [economic development partners](#) and is funded both by the State of Florida and by private-sector businesses.

Division of Corporations

Secretary of State—Corporate Filings
P.O. Box 6327
Tallahassee, FL 32314
P: 850.245.6052

sunbiz.org

The Division of Corporations is a filing agency which serves as the statewide central repository for business entity filings and annual reports, for judgement lien filings, and the central registration office for fictitious names, trademarks and service marks.



Department of Labor

Florida Division of Worker's Compensation
Bureau of Compliance
200 East Gaines Street
Tallahassee, FL 32399-0318
Workers' Compensation Claims
P: 800.342.1741

fldfs.com/wc/

Under the Florida Department of Financial Services, this Division operates to ensure the self-execution of the workers' compensation system through educating and informing all stakeholders in the system their rights and responsibilities, compiling and monitoring system data and holding parties accountable for meeting their obligations.

Department of Financial Services

200 East Gaines Street
Tallahassee FL 32399
P: 877.693.5236

myfloridacfo.com

Regulatory and licensing department for state-chartered lending institutions, mortgage brokerages & lending, consumer finance loans, securities, certified capital companies, retail installment sales, commercial collection agencies, funeral and cemetery services.



FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

DPBR – Customer Contact Center

1940 North Monroe Street

Tallahassee, FL 32399

P: 850.487.1395

myfloridalicense.com

The Department of Business and Professional Regulation is the agency charged with licensing and regulating businesses and professionals in the State of Florida, such as cosmetologists, veterinarians, real estate agents and pari-mutuel wagering facilities.

Department Divisions and Offices

Division of Alcoholic Beverages and Tobacco

Boxing Commission

Division of Certified Public Accounting

Division of Condominiums, Timeshares, and Mobile Homes

Division of Drugs, Devices and Cosmetics

Division of Hotels and Restaurants

Division of Pari-mutuel Wagering

Division of Professions

Division of Real Estate

Division of Regulation

Office of General Counsel

Office of Inspector General



VOLUSIA COUNTY CHAMBERS OF COMMERCE

Daytona Regional Chamber of Commerce

Nancy Keefer
President & CEO
126 East Orange Avenue
Daytona Beach, FL 32114
P: 386.255.0981
nancy@daytonachamber.com
daytonachamber.com

Port Orange-South Daytona Chamber of Commerce

Debbie Connors
President & CEO
3431 Ridgewood Avenue
Port Orange, FL 32129
P: 386.761.1601
dconnors@pschamber.com
pschamber.com

DeLand Area Chamber of Commerce

Janet Wilson
Executive Director
120 South Florida Avenue
2nd Floor, City Hall Complex
DeLand, FL 32720
P: 386.734.4331
janet@delandchamber.org
delandchamber.org

Southeast Volusia Chamber of Commerce

Paul Secor
Executive Director
115 Canal Street
New Smyrna Beach, FL
P: 386.428.2449
sevinfo@sevchamber.com
sevchamber.com

Holly Hill Chamber of Commerce

Samantha Crouch
Executive Director
PO Box 250615
Holly Hill, FL 32125
P: 386.255.7311
scrouch@hollyhillchamber.com
hollyhillchamber.com

Volusia Hispanic Chamber of Commerce

2751 Enterprise Road, Suite 208
Orange City, FL 32763
P: 386.218.4490
volusiachamber.org

Ormond Beach Chamber of Commerce

Debbie Cotton
President & CEO
165 West Granada Blvd.
Ormond Beach, FL 32174
P: 386.677.3454
dcotton@ormondchamber.com
www.ormondchamber.com

West Volusia Regional Chamber of Commerce

Sherry Decrenza
Executive Director
301 N. Pine Meadow Dr.
DeBary, FL 32713
P: 386.490.4606
admin@westvolusiaregionalchamber.org
www.westvolusiaregionalchamber.org



VOLUSIA COUNTY EDUCATION

Education – K-12

Volusia County Schools DeLand Administrative Complex

200 North Clara Avenue
DeLand, FL 32721
P: 386.734.7190, ext. 20218
vcsedu.org



Post-Secondary Education

Bethune-Cookman University

640 Mary McLeod Bethune Blvd.
Daytona Beach, FL 32114
P: 386.481.2000
cookman.edu

Daytona College

425 South Nova Road
Ormond Beach, FL 32174
P: 386.267.0565
daytonacollege.edu

Daytona State College

1200 West Intl. Speedway Blvd.
Daytona Beach, FL 32114
P: 386.506.3000
daytonastate.edu

Embry-Riddle

Aeronautical University

600 South Clyde Morris Blvd.
Daytona Beach, FL 32114
P: 386.226.6100
erau.edu

Keiser University

1800 Business Park Blvd.
Daytona Beach, FL 32114
P: 386.274.5060
keiseruniversity.edu/daytona-beach/

Palmer Chiropractic

Florida Campus
4777 City Center Parkway
Port Orange, FL 32129
P: 866.585.9677
palmer.edu/about-us/campuses/port-orange-florida/

Stetson University

421 North Woodland Blvd.
DeLand, FL 32723
P: 386.822.7000
stetson.edu

UCF Daytona Beach

1200 West Intl. Speedway Blvd.
Daytona Beach, FL 32114
P: 386.506.4021
regionalcampuses.ucf.edu/campus/daytona-beach/



DAYTONA BEACH—SMALL BUSINESS ASSISTANCE

SCORE

Jason Morgan, Chapter President
149 S Ridgewood Ave., Suite 301
Daytona Beach, FL 32114
P: 386.255.6889

jason.morgan@scorevolunteer.org
volusiaflagler.score.org

A nonprofit association dedicated to educating entrepreneurs and helping small businesses start, grow, and succeed.

Small Business Development Center (SBDC)

Tom Daly, Director
1200 West Intl. Speedway Blvd., Bldg. 150, Room 300
Daytona Beach, FL 32114
P: 386.506.4723

sbdc@daytonastate.edu
sbdcdaytona.com

The Florida SBDC at Daytona State College provides entrepreneurs with professional business consulting at no cost, management training, and vital information they need to grow and succeed in a complex and competitive global environment.

UCF Business Incubator

Connie Bernal, Site Manager
Daytona Beach International Airport
601 Innovation Way
Daytona Beach, FL 32114
P: 386.872.3101

connie.bernal@ucf.edu
www.incubator.ucf.edu

The UCF Incubator is designed to help new and struggling early-stage businesses develop into financially stable companies through a comprehensive process that includes an on-going series of strategic and tactical meetings, a variety of business development services, business coaching, and other resources, such as office space, that are designed to help a company grow smarter and faster.



TOURISM

Daytona Beach Area Convention & Visitors Bureau

Lori Campbell-Baker
Executive Director
126 East Orange Avenue
Daytona Beach, FL 32114
P: 386.255.0415
lcb@daytonabeach.com
daytonabeach.com

West Volusia Tourism Advertising Authority

Georgia Turner
Executive Director
116 West New York Avenue
DeLand FL 32720
P: 386.734.0162
gturner@visitwestvolusia.com
visitwestvolusia.com

New Smyrna Beach Visitors Bureau

Debbie Meihls
Executive Director
2238 S.R. 44
New Smyrna Bch, FL 32168
P: 386.428.1600
debbie@visitnsbfla.com
visitnsbfl.com

WORKFORCE DEVELOPMENT AND TRAINING

CareerSource Flagler Volusia

Robin King, President and CEO
329 Bill France Blvd.
Daytona Beach, FL 32114
P: 386.323.7074
robinking@careersourceFV.com
www.careersourcefv.com

Daytona State College, Center for Business & Industry

Frank Mercer
Daytona State College
1200 West Intl Speedway Blvd., Bldg. 150, Room 300
Daytona Beach, FL 32114
P: 386.506.4461
Frank.Mercer@DaytonaState.edu
www.daytonastate.edu/cbi/



U. S. GOVERNMENT

Economic Development Administration (EDA)

Atlanta Headquarters (serving Florida and Georgia)

Greg Vaday

401 Peachtree St. NW, Suite 1820

Atlanta GA 30308

P: 404.730.3009

gvaday@eda.gov

eda.gov

U.S. Department of Commerce

Kenneth R. Mouradian

Director

Orlando U.S. Export Assistance Center

3452 Lake Lynda Drive, Suite 185

Orlando, FL 32817

P: 407.275.5527

kenneth.mouradian@trade.gov

export.gov

U.S. Small Business Administration

Gregory Hall

Acting District Director

7825 Baymeadows Way, Suite 100B

Jacksonville, FL 32256

P: 904.443.1900

Gregory.Hall@sba.gov

sba.gov/offices/district/fl/jacksonville



TAXES

In addition to federal taxes such as corporate income tax and unemployment tax, most businesses in Florida are required to pay state taxes such as sales and use tax, discretionary sales surtax (local option taxes), unemployment tax, communications services tax, corporate income tax, and use tax on out-of-state purchases.

Contact the agencies listed below or your accounting professional to determine your business tax responsibilities.

Florida Department of Revenue

Taxpayer Assistance

P: 850.488.6800

Local Office

1180 North Williamson Blvd.

Suite #160

Daytona Beach, FL 32115-5050

P: 386.274.6600

Mailing Address for Tax Payments

Florida Department of Revenue

5050 West Tennessee Street

Tallahassee, FL 32399-0100

General Tax Administration Program Customer Service

floridarevenue.com/taxes/Pages/gta_contact.aspx

Information for Businesses and Employers

- The Florida Department of State handles corporate filings, fictitious name and partnership registrations.
- The Florida Department of Revenue collects state taxes. Businesses obtain a Florida Sales Tax number and report sales tax collections monthly to the Department.
- You can register to collect and/or pay tax in Florida and enroll to file and/or pay tax electronically via the Department's Website at www.myflorida.com/dor and clicking on "e-Services."
- If you do not have Internet access, you can obtain a paper "Application to Collect and/or Report Tax in Florida" (form DR-1) from your local DOR Service Center.



INTERNAL REVENUE SERVICE

Local Office

149 South Ridgewood Avenue
Daytona Beach, FL 32114
386.254.7360

irs.gov

- The IRS Provides information on employee withholding taxes (income and Social Security taxes), company taxes, federal unemployment taxes, and obtaining an Employer Identification Number (EIN).
- The IRS also conducts free small business workshops.
- Taxpayers can call 800.829.4933 to obtain an Employer Identification Number (EIN). Detailed information and an electronic SS-4 can be found at: irs.gov businesses/small and click on link titled "Employer ID Numbers (EINs).

SOCIAL SECURITY ADMINISTRATION

Local Office

4990 South Clyde Morris Blvd.
Port Orange, FL 32127
800.772.1213

ssa.gov

- Employers must withhold Social Security and Medicare taxes from employees' wages and pay a matching amount. These taxes have different rates and only the social security tax has a wage base limit. There is no wage base limit for Medicare tax; all covered wages are subject to Medicare tax.
- To learn more about the five major benefits covered by Social Security taxes (retirement, disability, family benefits, survivors and Medicare), please refer to the Social Security Administration's Website.

