



# RESOURCE GUIDE

for Small Businesses

Agency	Contact	Description	Why a business may visit the agency
<b>CA Employment Development Department (EDD)</b>	1901 Zanker Road San Jose, CA 95112 408-216-6200 <a href="http://edd.ca.gov">edd.ca.gov</a>	Responsible for Unemployment and State Disability Insurance. Collect payroll taxes. Maintain employment records for workers statewide. Connect job seekers with employers.	Pay Unemployment Insurance and Employment Training Tax (employer contributions), State Disability Insurance, and Personal Income Tax.
<b>CA Franchise Tax Board (FTB)</b>	515 Clay Street, Suite 305 Oakland, CA 94612 1-800-338-0505 1-510-622-4693 <a href="http://ftb.ca.gov">ftb.ca.gov</a>	Helps taxpayers file tax returns timely, accurately, and pay the correct amount	Find information on doing business in California, sales/property/business taxes, income types, industry-specific taxes, available tax credits, etc.
<b>CA Governor's Office of Business &amp; Economic Dev.</b>	1325 J Street, #1800 Sacramento, CA 95814 1-877-345-4633 <a href="http://calgold.ca.gov">calgold.ca.gov</a>	CalGOLD contains direct links and contact information for local permitting authorities	Find permitting information for your area.
<b>CA Labor Commissioner's Office</b>	100 Paseo de San Antonio, Suite 120 San Jose, CA 95113 1-833-526-4636 408-277-1266 <a href="http://dir.ca.gov/dlse">dir.ca.gov/dlse</a>	Supports workplaces by enforcing labor laws.	To check if you or your business have unpaid judgments. Learn about labor laws, payroll taxes, paid leave, etc. Get licenses, permits, registrations, and certificates.
<b>Cal/OSHA (Occupational Safety &amp; Health Agency)</b>	515 Clay Street, Suite 1901 Oakland, CA 94612 510-286-7000 <a href="http://dir.ca.gov/dosh">dir.ca.gov/dosh</a>	Protects and improves the health and safety of workers in California by setting and enforcing standards, conducting outreach, etc.	To report a workplace accident. For workplace postings and recordkeeping. To develop an injury & illness prevention program.

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<b>CA Secretary of State</b>	1500 11th Street Sacramento, CA 95814 916-653-6814 sos.ca.gov	Business Programs Division supports businesses by registering entities and trademarks	To register a business, file a Statement of Information, reserve a Business Entity Name, register a trademark, etc.
<b>County of Santa Clara Office of the County Clerk-Recorder</b>	70 W. Hedding Street East Wing, 1st Floor San Jose, CA 95110 408-299-5688 clerkrecorder.sccgov.org	Records or files authorized documents, registers all births, deaths, and public marriages occurring in the county, performs filing of Fictitious Business Name statements, filing of Notary Bonds, registration of professional agents., etc.	The purpose of registering a Fictitious Business Name (FBN) is to ensure that consumers have access to the true name and address of the owners of a business
<b>County of Santa Clara Department of Environmental Health</b>	1555 Berger Drive, Suite 300 San Jose, CA 95112 408-918-3400 ehinfo.org	Protects public health and the environment as well as implements and enforces environmental laws. Regulates food safety, swimming pools, drinking water, wastewater, and hazardous waste.	Get permits for sale and service of food (including home kitchens, food carts, and temporary events), tobacco sales, etc. Make annual payment. File complaints.
<b>U.S. Department of Labor</b>	200 Constitution Ave, NW Washington, DC 20210 1-866-487-2365 employer.gov	Support workers, job seekers, and retirees in the United States. Improve working conditions. Ensure workplace benefits and rights.	Resources for employers, understanding pay and benefits, for workplace postings, workplace safety responsibilities, and more
<b>U.S. Internal Revenue Service</b>	55 S Market Street, Suite 100 San Jose, CA 95113 408-283-1569 irs.gov	Administer federal tax system.	Get an Employer Identification Number (EIN). Pay and report federal income taxes, report wages, tips, and other compensation paid to employees. Pay social security, Medicare, and Additional Medicare Tax withholdings. File taxes.