

BUSINESS GUIDE FOR SUMTER COUNTY

Maintained by the Sumter Chamber of Commerce

Starting the Business

Business Plan – Before starting a business you may wish to have a comprehensive business plan to enhance opportunity for success.

SCORE

John O'Neil
c/o GSCC
32 E. Calhoun Street
Sumter, SC 29150
(803) 775-1231

Small Business Development Center

Jim Giffin
University of South Carolina Sumter
200 Miller Road
Sumter, SC 29150
(803) 938-3833

IRS Registration (E1N)

Federal Income Tax
Internal Revenue Service
(800)829-4933
www.irs.gov

Incorporating – You may wish to organize your business as a sole proprietorship, partnership or corporation.

***Corporations must register with:**

Secretary of State
Division of Corporations
1205 Pendleton Street, Room 525
PO Box 11350
Columbia, SC 29211
www.scsos.com

** Note: If you incorporate, you must obtain the services of an attorney in South Carolina

License & Permits

Business License

State Retail License

SC Department of Revenue
License & Registration Unit
PO Box 125
Columbia, SC 29214-0140
(803) 898-5872

State Wholesale License – Not required in South Carolina

Sumter County

12 W. Liberty St.
Sumter, SC 29150
(803) 774-1601

County

Sumter County Treasurer's Office
13 E. Canal Street
Sumter, SC 29150
(803) 436-2213

City

City of Sumter
21 N. Main Street
Sumter, SC 29150
(803) 436-2500
www.sumtersc.gov

Health Permits

If you plan to process, cook, store or distribute food as part of your business, contact the Health Department about special permits:

Sumter County Health Department

105 N. Magnolia Street
Sumter, SC 29150
(803) 773-5511

Liquor License

If you plan to sell or serve alcoholic beverages, contact the following about special permits:

SC Department of Revenue

301 Gervais Street
PO Box 125
Columbia, SC 29214
(803) 898-5000
(803) 898-5822, Fax

Federal Bureau of Alcohol, Tobacco & Firearms

Strom Thurmond Federal Building, Room 309
Columbia, SC 29201
(803) 765-5723

Other Licenses – Contact the following to find out more about:

Day Care Licensing Laws

State Department of Social Services
Division of Child Day Care Licensing & Regulatory Services
1531 Confederate Avenue Extension, North Complex Towers, Rm. 520
PO Box 1520
Columbia, SC 29202-1520
(803) 898-7601

Drug Regulations

Bureau of Drug Control
Dept. of Health & Environmental Control
2600 Bull Street
Columbia, SC 29201
(803) 898-3432

Elevator Licensing & Amusement Rides

Labor Department
Landmark Center, 110 Centerview Drive
PO Box 11329
Columbia, SC 29211
(803) 896-7630
(803) 896-7650, fax

SC Assumed Name Act

If your business is organized as a partnership which does not use the names of the principals, you must register with the SC Secretary of State.

Secretary of State

Edgar Brown Building, Suite 525
PO Box 11350
Columbia, SC 29211
(803) 734-2170

To learn more about other licenses or permits your business may require, contact:

Department of Consumer Affairs

PO Box 5757
3600 Forest Drive
Columbia, SC 29250
(803) 734-4200

Taxes

Taxes are an important concern for all businesses. The following may be worth obtaining:

Small Business Tax Kit

Internal Revenue Service
1835 Assembly Street
Columbia, SC 29201
1-800-829-1040

State Sales Tax

There is a South Carolina sales tax. Before you can open a retail business, you must register with the License & Registration Division of the SC Department of Revenue and receive a tax number.

SC Department of Revenue

301 Gervais Street
PO Box 125
Columbia, SC 29214
(803) 898-5000
(803) 898-5822, fax

Withholding Taxes for Employees

Contact the following for more information:

Federal Income Tax

Internal Revenue Service
1-800-829-4933
www.irs.gov

State Income Tax

SC Department of Revenue
PO Box 125
Columbia, SC 29214
(803) 898-5752

Medicare Tax

Federal Income Tax
Internal Revenue Service
(800) 829-4933

SC Employer Withholding Account Number Withholding Control, Income Tax

301 Gervais Street
PO Box 125
Columbia, SC 29214
(803) 898-5000

Unemployment Taxes

As an employer, you may be required to pay unemployment taxes.
Federal Unemployment Tax (F.U.T.A)
Internal Revenue Service
(800) 829-3676

State Unemployment Tax (S.U.T.A.)

SC Employment Security Commission
1550 Gadsden Street
PO Box 995
Columbia, SC 29202
(803) 737-3080

Property Taxes

If your business owns real property, contact the tax assessor's office to find out about property taxes:

Sumter County Assessor's Office
13 E. Canal Street
Sumter, SC 29150
(803) 436-2115

Other Taxes

You may also be liable for other taxes such as the Federal Excise Tax or the State Franchise Tax.

For more information, contact:

Internal Revenue Service
1-800-829-3676
and
SC Department of Revenue
(803) 898-5636

Employer-Employee Relations Worker's Compensation Fund

If you have four or more employees, you must carry worker's compensation insurance. For more information, contact:

SC Worker's Compensation Commission

1612 Marion Street
PO Box 1715
Columbia, SC 29202-1715
(803) 737-5700

Minimum Wages, Maximum Hours

You are required to adhere to the regulations of the Fair Labor Standard Act; even if you are exempt from federal law, you may still be subject to state law.

Federal: **US Department of Labor**

Employment Standards Division
1835 Assembly Street, Room 1072
Columbia, SC 29201
(803) 765-5981

State: **SC Department of Labor**

Employment Standards Division
110 Centerview Drive
PO Box 11329
Columbia, SC 29211-1329
(803) 896-7756

Discrimination & Harassment

SC Department of Human Affairs
PO Box 4490
Columbia, SC 29240
(800) 521-0725

Occupational Safety & Health Act

There are requirements such as record-keeping and reporting that are placed on businesses by OSHA. To learn more, contact:

SC Department of Labor

110 Centerview Drive
PO Box 11329
Columbia, SC 29211
(803) 876-7688

Building Inspection, Building Permits and Zoning Information

If you are constructing or altering a building, it must be inspected. Also, you will need to be certain that your business is in an appropriately zoned location. For more information, contact the following:

Sumter Planning Department

(803) 774-1600

Fire Inspection

Karl Ford, Chief
(803) 436-2605

Postal Information

Sumter County Post Office
(803) 773-9311

Additional Information

Notary Public Commission
Secretary of State
PO Box 11350
Columbia, SC 29211
(803) 734-2119

Copyright Office
Library of Congress
Washington, DC 20559
(202) 707-3000

Resources Available – Businesses

New or relocating business owners often need assistance and advice. Utilize the following no cost resources to help you on your quest to have a business in the Sumter Area.

Economic Development

32 E. Calhoun Street
Sumter, SC 29150
(803) 774-0700

SCORE

Jack O'Neil
(803) 775-1231 to make an appointment

Small Business Development Center

Jim Giffin
University of South Carolina Sumter
(803) 938-9833

Libraries

Sumter County Library

Main Branch

111 N. Harvin Street
Sumter, SC 29150
(803) 773-7273

Wesmark Branch

180 West Wesmark Blvd
Sumter, SC 29150
(803) 469-8110

South Sumter Branch

37 Manning Ave
Sumter, SC 29150
(803) 775-7132

Colleges & Universities

Central Carolina Technical College

778-1961

Embry-Riddle Aeronautical University

666-7401

Morris College

934-3200

Saint Leo University

666-3221

Troy State University

Sumter Campus 773-0025
Shaw Campus 666-3313

University of South Carolina – Sumter

775-6341

Webster University

666-2254

