

Sources of Business Assistance Moore County

Small Business Center

Community colleges have designated Small Business Centers and they offer enhanced training at low cost or no cost, counseling, resources, and referrals to other organizations.

Contact: Small Business Center
Sandhills Community College
3395 Airport Road
Pinehurst, NC 28374
neelym@sandhills.edu

Telephone: 910-695-3938 or 910-695-3937

Website: www.sandhills.edu/sbc/

Small Business Administration

For financing through certified lenders and guaranteed by the SBA. Information available online for new businesses.

Contact: Small Business Administration
6302 Fairview Road, Suite 300
Charlotte, NC 28210

Telephone: 704-344-6563 or 1-800-827-5722 (Answer Desk)

Website: www.sba.gov

Service Corps of Retired Executives

The Service Corps of Retired Executives (SCORE) is affiliated with the Small Business Administration and provides individual counseling to small business owners/managers and prospective business owners.

Contact: SCORE
c/o Moore County Chamber of Commerce
10677 Hwy 15-501
Southern Pines, NC 28387

Telephone: 910-692-3926

Website: www.sandhillsscore.org

Economic Development

Contact: Ray Ogden
Moore County Partners in Progress
PO Box 5885
Pinehurst, NC 28374
econdev@moorebusiness.org

Telephone: 910-246-0311

Website: www.moorebusiness.org

Chamber of Commerce

Contact: Moore County Chamber of Commerce
10677 Hwy 15-501
Southern Pines, NC 28387

Telephone: 910-692-3926

Website: www.moorecountychamber.com

Southern Pines Municipal Library

Provides information for businesses through reference material, books, magazines and access to NC Live. Has small business financial ratios available.

Location: 170 West Connecticut Avenue
Southern Pines, NC 28387

Telephone: 910-692-8235

Website: www.sppl.net

North Carolina Small Business & Technology Development Center (NCSBTDC)

A cooperative agreement between the SBA and the state to provide advanced small business counseling and training through the use of university research facilities, private sector consultants, faculty, graduate students, and volunteer counselors. Free counseling service.

Contact: SBTDC – Fayetteville State University
PO Box 1334
Fayetteville, NC 28302
gtaylor@sbtnc.org

Telephone: 910-672-1727

SBTDC (continued)

Contact: SBTDC – UNC-Pembroke
PO Box 1510
Pembroke, NC 28372
elizabeth.wilkerson@uncp.edu

Telephone: 910-775-4000

Website: www.sbtdc.org

Moore County Cooperative Extension Service

Provides counseling and training for agriculture related businesses. This service provides soil tests.

Contact: Moore County Cooperative Extension Service
Agriculture Center
707 Pinehurst Avenue
PO Box 1149
Carthage, NC 28327

Telephone: 910-947-3188

Website: www.ces.ncsu.edu/moore/

Moore County Health Department

Food and health inspections.

Contact: Moore County Environmental Health Department
1042 Carriage Oak Drive
Carthage, NC 28327

Telephone: 910-947-6283

Website: <http://publichealth.southernregionalahec.org/moore/>

Lawyers Referral List

Refers clients to a local attorney who will grant an initial one-half hour consultation for a fee of \$30.00.

Contact: NC Lawyer Referral Service

Telephone: 800-662-7660

Web: www.ncbar.org/public/lrs

County Register of Deeds

Filing of certificate disclosing certain information by limited partnership.

Filing of assumed name by proprietorships, partnerships or corporations doing business under names other than their own.

Contact: County of Moore
Register of Deeds
100 Dowd Street
PO Box 1210
Carthage, NC 28327

Telephone: 910-947-6370

Business License Information Office

Identifies needed state business licenses, provides forms, and assists with completion of forms.

Contact: North Carolina Business License Information Office
Department of Commerce
301 N Wilmington Street
Raleigh, NC 27601

Mailing: 4301 Mail Service Center
Raleigh, NC 27699-4301

Telephone: 800-228-8443 or 919-715-2864

Website: www.nccommerce.com/servicenter/blio/

County Manager

The County Manager's office provides general information on county business requirements including contact points for zoning regulation, issuance of sedimentation and erosion control, hazardous waste, water and sewer, and building permits.

Contact: Moore County Manager
PO Box 905
Carthage, NC 28327

Telephone: 910-947-6363
910-947-5010 Planning & Zoning

Website: www.co.moore.nc.us

County Tax Administration

The County Tax Collector is responsible for issuance of business or privilege licenses to proprietorships, partnerships, and corporations.

The County Tax Administrator is responsible for assessment of business property taxes. In some counties, a single office will handle both functions.

Contact: Tax Administrator/Collector
PO Box 457
Carthage, NC 28327

Telephone: 910-947-2255

City/Town

Information concerning planning/zoning and municipal licenses can be obtained from local city/town government. Contact the local tax administration department.

North Carolina Department of Revenue

- Information on North Carolina Tax Laws
- Filing of Application for North Carolina Withholding Identification Number
- Filing and deposit of North Carolina Payroll Taxes
- Filing of Information Returns
- Filing of Application for Sales and Use Tax Registration
- Filing of Annual Wholesale License
- Annual Franchise Tax
- Filing of North Carolina Income Tax
- Application for North Carolina Business Privilege License

Raleigh office: NC Department of Revenue
PO Box 25000
Raleigh, NC 27640-0640

Telephone: 877-252-3052 for forms and general information

Website: www.dor.state.nc.us

North Carolina Secretary of State

- Filing of Articles of Incorporation
- Filing of Application for Certificate of Authority to transact business in North Carolina by out-of-state businesses.
- Registering your company name.
- Securities Division, trademark registration, nonprofits listing, etc.

Contact: Corporation Division
NC Secretary of State
2 South Salisbury Street
Raleigh, NC 27601

Mailing: PO Box 29622
Raleigh, NC 27626-0622

Telephone: 919-807-2225

Website: www.secstate.state.nc.us/

North Carolina Employment Security Commission

- Filing application for Unemployment Account Number
- Filing and deposit of Unemployment Payroll Taxes

Contact: North Carolina Employment Security Commission
PO Box 25903
Raleigh, NC 27611-6504

Website: www.ncesc.com

Local: JobLink/Employment Security Commission of NC
245 Shepherd Trail
Aberdeen, NC 28315

Telephone: 910-944-7697

US Internal Revenue Service

- Filing of Form SS-4, Application for Employer Identification Number by proprietorships, partnerships and corporations.
- Filing and deposit of Federal Payroll Taxes
- Filing of Federal Information Returns
- Corporate Income Tax

Contact: US Internal Revenue Service
320 Federal Place
Greensboro, NC 27401

Website: www.irs.gov
Forms and publications are downloadable through the Internet.
www.sbrg.irs.gov
Small Business Resource Guide

Telephone: 800-829-4477 (IRS Recorded Information Only)

Telephone: 800-829-1040 (Assistance)

Tax Forms Only: US Internal Revenue Service
Richmond, VA

Telephone: 800-829-3676 (IRS Tax Forms & Publications Only)

Mail forms to: Internal Revenue Service Center
3131 Democrat Road
Memphis, TN 37501-0015

For North Carolina Tax Forms contact:

Address: PO Box 25000
Raleigh, NC 27640

Telephone: 919-733-7211

Website: www.dor.state.nc.us
Forms and publications are downloadable through the Internet.

To receive a Business Tax Kit (Publication 454) call the Taxpayer Education Office in Greensboro, NC at 336-378-2026.

State/Federal Wage & Hour Division

Federal - Administration of Fair Labor Standards Act.

Contact: Federal Wage & Hour Division
US Department of Labor
Somerset Bank Building
4407 Bland Road, Suite 260
Raleigh, NC 27609-6296

Telephone: 919-790-2741

New Business Information: 1-866-487-9243

Website: www.dol.gov

State – NC Wage and Hour Act

Contact: Wage & Hour Bureau
1101 Mail Service Center
Raleigh, NC 27699-1101

Telephone: 919-807-2796 or 1-800 NC Labor

Website: www.dol.state.nc.us

North Carolina Department of Labor

Administration of Occupational Safety and Health Act (OSHA).

Contact: North Carolina Department of Labor
4 West Edenton Street
1101 Mail Service Center
Raleigh, NC 27699-1101

Telephone: 919-807-2796 or 800-NC LABOR

Website: www.dol.state.nc.us

North Carolina Military Business Center

The NC Military Business Center is to leverage the presence of the military in NC to promote economic development and quality of life. They are dedicated to increasing military business for existing NC companies. Their Match Force website enables businesses to be matched to government contracts, government purchasers to NC suppliers, and job seekers to NC jobs. Businesses, contracting officers, cardholders and job seekers can register, post, search and receive opportunities on their site.

Contact: NC Military Business Center
PO Box 1748, 515 Ramsey Street
Fayetteville, NC 28302

Linn Owen/Sandhills Community College – 910-695-3780
owenl@ncmbc.us

Telephone: 910-728.5122

Websites: www.ncmbc.us
www.matchforce.org

BioBusiness Center – Asheville Buncombe Technical Community College

The BioBusiness Center will provide services and resources to support businesses in the field of biotechnology such as technology assessment, market evaluation, intellectual property evaluation and protection, business plan preparation, and legal issues.

Contact: BioBusiness Center
Asheville Buncombe Technical Community College
1459-C Sand Hill Road Suite 309B
Candler, NC 28715

Telephone: 828-254-1921

Website: www.ncbionetwork.org

US Equal Employment Opportunity Commission

Administration of Title VII of Civil Rights Act and other acts pertaining to equal employment.

Contact: US Equal Employment Opportunity Commission (EEOC)
1309 Annapolis Drive
Raleigh, NC 27608-2129

Telephone: 919-856-4064 or 800-669-4000

Website: www.eeoc.gov

Internet sites of interest to small businesses:

Federal Info Center	www.info.gov
Federal Contracting	www.ccr.gov
Inventys	www.enventys.com
IRS:	www.irs.gov
NC Institute of Minority & Economic Development:	www.ncimed.com
Self Help Credit Union	www.selfhelp.org
Small Business Administration:	www.sba.gov
Small Business Advisor:	www.isquare.com
Small Business Benefits Association:	www.soho.org
Southern Pines Library (NC Live)	www.sppl.net
State of North Carolina	www.ncgov.org
NC Department of Commerce	www.commerce.state.nc.us
NC Department of Revenue:	www.dor.state.nc.us
NC Secretary of State:	www.secstate.state.nc.us/
Employment Security Commission:	www.esc.state.nc.us
NC Department of Labor	www.dol.state.nc.us
NC Government Contracting	www.ncgov.org
Match Up for Govt Procurement	www.matchforce.org

