

# Important Contacts for Entrepreneurs

## Getting Started

### [Forsyth County Public Library](#)

The library provides free access to a wide variety of resources, services, programs and referrals useful to entrepreneurs, small business owners, nonprofits, investors, and innovators.

Use your Library to research and identify competitors, sources of supply, sales prospects, demographics, and industry trends. You can find the link to the electronic resources through the [Library's Online Resources](#) page.

The library also provides:

- Expert assistance from librarians
- Quiet working environment
- Convenient locations
- Meeting rooms that may be booked in advance
- Wireless

Call (336) 703-3020 or visit the Information Services Department with your business questions.

Information Services Department  
Forsyth County Public Library  
Forsyth County Government Center  
201 North Chestnut St.  
Winston-Salem, NC 27101  
(336) 703-3020

## Business Start-Up Guides

[BLNC Start Your Business](#)

[Business Startup and Resource Guide from SBTDC](#)

[Starting a Business from Small Business Administration](#)

[Small Business Resource Guide from SBA/NC](#)

[The Plan: a Step-by-Step Business Plan Workbook from MasterCard Small Business Solutions](#)

## Business Licenses

### [City of Winston-Salem, Revenue Department](#)

Business Licenses  
100 East First St., Suite 121  
Winston-Salem, NC 27101  
(336) 747-6954

### [Forsyth County Tax Administration](#)

Forsyth County Government Center  
201 North Chestnut St.  
Winston-Salem, NC 27101

(336) 703-2300

### **[Business Link North Carolina \(BLNC\)](#)**

The BLNC website provides a directory of many (not all) state issued occupational licenses and permits. Contact a BLNC Business Counselor to help you identify state license and permit requirements.

15000 Weston Parkway  
Cary, NC 27513  
(800) 228-8443

## **Zoning Information**

### **[Winston-Salem/Forsyth County Inspections Division](#)**

100 East First St., Suite 328  
Winston-Salem, NC 27101  
(336) 727-8000

### **[City-County Planning Board, Zoning Section](#)**

100 East First St.  
Winston-Salem, NC 27101  
(336) 727-8000

## **Legal Structures & Business Name Registration**

### **[NC Secretary of State, Corporations Division](#)**

Register the name of your corporation, limited partnership or limited liability Company with the Secretary of State, Corporations Division. Forms, fee schedules, a searchable database of business names, and general information about legal structures are available on their web site.

P.O. Box 29622  
Raleigh, NC 27626-0622  
(919) 807-2225

### **[Forsyth County Register of Deeds](#)**

Sole proprietorships and general partnerships operating under an assumed name (name other than the legal name of the owner of the business) must file an Assumed Name Certificate with the Register of Deeds Office in the county or counties where the business plans to operate.

Forsyth County Government Center  
201 North Chestnut St.  
Winston-Salem, NC 27101  
(336) 703-2700

## **Trademark Registration**

### **[NC Secretary of State, Trademarks Division](#)**

P.O. Box 29622  
Raleigh, NC 27626-0622  
(919) 807-2162

### **Trademark Assistance Center**

Commissioner for Trademarks  
P.O. Box 1451  
Alexandria, VA 22313-1451  
(800) 786-9199

## **Patent/Copyright Protection**

### **U.S. Copyright Office**

101 Independence Ave. S.E.  
Washington, DC 20559-6000  
(877) 476-0778

### **U.S. Patent Office**

Commissioner for Patents  
P.O. Box 1450  
Alexandria, VA 22313-1450  
(800) 786-9199

## **Tax Information**

### **North Carolina Department of Revenue**

450 West Hanes Mill Rd., Suite 202  
Winston-Salem, NC 27105  
(336) 661-6800  
(877) 252-3052

[www.dornc.com](http://www.dornc.com) (printable tax forms and publications available at the website)

### **U.S. Internal Revenue Service**

1677 Westbrook Plaza, Suite 160  
Winston-Salem, NC 27103  
(336) 659-2740  
(800) 829-4933 Business Tax Information  
(800) 829-3676 Forms and Publications

[www.irs.gov](http://www.irs.gov) (printable tax forms and publications available at the website)

## **Financial Needs**

Most lending agencies will require a well thought out business plan to be completed before a loan is made. The Forsyth County Public Library has a wide variety of print and electronic resources to help with the business planning process.

Visit the Information Services department or call (336) 703-3020 for assistance.

### **City of Winston-Salem Community and Business Development**

The Development Office provides concentrated assistance to targeted areas and groups. The various programs include Economic Development, Business Development, Community Development, Downtown Development, and Section 3 Program.

100 East First St.  
Winston-Salem, NC 27102  
(336) 727-8000

### **Micro-Enterprise Loan Program**

This program is intended to benefit businesses owned and operated in Forsyth County. Small loans are available to qualified businesses for start-up, materials and supplies, operating expenses, and training.

301 North Main St., Suite 2601  
Winston-Salem, NC 27101  
(336) 722-9600

### **Piedmont Triad Regional Development Corporation**

As a Certified Development Company (CDC), the Piedmont Triad Regional Development Corporation administers the SBA 504 Loan Program throughout the Piedmont Triad region, including Forsyth County. The purpose of the 504 program is to create or retain permanent jobs by providing fixed asset financing to help small businesses purchase, construct, or expand their facilities. The program may also assist eligible start-up businesses.

1398 Carrollton Crossing Dr.  
Kernersville, NC 27284  
(336) 904-0300

### **SBA (Small Business Administration)**

While the SBA does not offer direct loans, it does enable its lending partners to provide financing to small businesses when funding is otherwise unavailable on reasonable terms by guaranteeing major portions of loans made to small businesses.

The SBA website provides businesses with a wealth of federal government information on such areas as starting and managing a business, financial assistance, taxes, laws and regulations, international trade, and workplace issues.

6302 Fairview Rd., Suite 300  
Charlotte, NC 28210  
(704) 344-6563  
(800) 827-5722 Toll Free

### **Self-Help Credit Union**

Self-Help is a community development financial institution whose mission is to create ownership and economic

opportunities for minorities, women, rural residents, and low-wealth families. Self-Help's Small Business Lending helps entrepreneurs who find it difficult or impossible to obtain more conventional financing.

301 West Main St.  
Durham, NC 27701  
(800) 476-7428

## **Small Business Assistance**

### **Better Business Bureau of Northwest North Carolina, Inc.**

The Better Business Bureau is committed to promoting ethical business standards and educating businesses in the best practices in customer service and complaint management.

119 Brookstown Ave. Suite 304  
Winston-Salem, NC 27101  
(336) 725-8348  
(800) 777-8348 Toll Free

### **Business Link North Carolina (BLNC)**

BLNC assists new businesses by providing free access to one-on-one business consultations by phone on a wide variety of topics, including business plans, licenses, financing, taxes, marketing and government contracting. BLNC also offers classes, free corporate legal forms, webinars and seminars.

15000 Weston Parkway  
Cary, NC 27513  
(800) 228-8443

### **City of Winston-Salem Development Office**

The City of Winston-Salem Small Business Liaison provides assistance in setting up small businesses and solving problems related to City/County rules and regulations. The Development Office also offers The Minority & Women Business Enterprise (M/WBE) Program, which presents workshops and seminars to help minority and women-owned businesses.

100 East First St.  
Winston-Salem, NC 27102  
(336) 747-7472 (Small Business Liaison)  
(336) 734-1262 (Minority/Women Business Enterprise)

### **Forsyth Tech Small Business Center**

The Small Business Center offers day and evening workshops and seminars for business owners, managers, and those considering starting a business. The SBC includes a small space for quiet study and consultation as well as free counseling services by appointment for new and existing businesses.

525 Vine St.  
Winston-Salem, NC 27101  
(336) 757-3810

### **NC Institute of Minority Economic Development**

This statewide nonprofit organization represents the interests of underdeveloped and underutilized sectors of the state's economic base.

114 West Parrish St.  
Durham, NC 27701  
(919) 956-8889

### **NC Rural Economic Development Center**

The Center's goal is to stimulate and support the development of micro, small, and medium-sized enterprises in North Carolina's 85 rural counties.

4021 Carya Dr.  
Raleigh, NC 27610  
(919) 250-4314

### **Office for Historically Underutilized Businesses**

The HUB office advocates for minority, women, and disabled-owned businesses. It provides outreach, training, and networking opportunities for new and established HUB firms.

1336 Mail Service Center  
Raleigh, NC 27699-1336  
(919) 807-2330

### **SCORE (Service Corps of Retired Executives)**

As a partner of the SBA, SCORE is dedicated to aiding in the formation, growth, and success of small businesses nationwide. They offer advice and counseling to business people and entrepreneurs. There are two TRIAD chapters:

#### **SCORE**

1451 South Elm Eugene St.  
Greensboro, NC 27406  
(336) 333-5399

#### **SCORE**

1634 North Main St.  
High Point, NC 27262  
(336) 882-8625

### **Small Business and Technology Development Center (SBTDC)**

SBTDC is a business development service of The University of North Carolina system operated in partnership with the SBA. They provide information about government procurement, technology development, and management counseling.

112B R.J. Reynolds Center  
601 S. Martin Luther King Jr. Drive

Winston-Salem, NC 27110  
(336) 750-2030

### [The Enterprise Center](#)

The Enterprise Center is a business incubator and community learning center, providing support services and mentoring to small businesses in marketing strategy, legal issues, and business planning.

1922 South Martin Luther King, Jr. Dr.  
Winston-Salem, NC 27107  
(336) 734-6900

### [Wake Forest University School of Law Community Law & Business Clinic](#)

Law students from Wake Forest University School of Law provide pro-bono legal and business consultancy services to entrepreneurs. These second- and third-year law students are under the close supervision of experienced and licensed North Carolina attorneys. The service is available during the academic year.

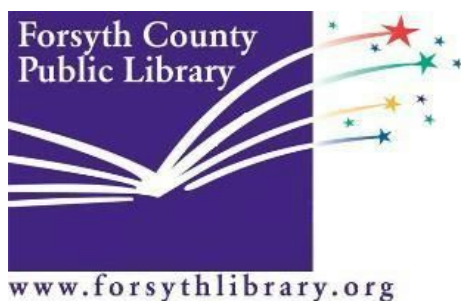
8 West Third St., Suite 100A  
Winston-Salem, NC 27101  
(336) 631-1953

### [Winston-Salem Chamber of Commerce](#) and [WS Sourcelink](#)

The Winston-Salem Chamber of Commerce is an advocate for business interests in Winston-Salem and Forsyth County. The Chamber of Commerce offers services designed to improve local businesses and to help them connect with other businesses throughout the community.

**WSSourcelink** is a search-able web page used by small businesses and new entrepreneurs to connect to local resource organizations and business-building services.

411 West Fourth St., Suite 211  
Winston-Salem, NC 27101  
(336) 728-9200



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Information Services Department  
201 North Chestnut Street  
Winston-Salem, NC 27101  
(336) 703-3020  
[www.forsythlibrary.org](http://www.forsythlibrary.org)