



BUSINESS LICENSES, LLC

Business License Compliance Products and Services

Complying with business licenses, permits, and tax registrations is complex, frustrating, and error-prone. Yet, you must comply or face untenable consequences.

The headache begins when you open new locations or introduce new products or services, and have no idea what the licensing requirements are or whom to ask. Licensing requirements differ by municipality and business activity. Having to deal with thousands of municipalities in over 3,000 counties, multiple licensing departments, and 150 different license types is enough to drive anyone crazy. Governments are notoriously unresponsive and there is no one-stop-shop to find out all the information. As implementation nears, you begin to panic. Especially, if you are understaffed or your staff is overworked, or you have no licensing staff to begin with. If you are lucky enough to find an attorney or accountant who will perform the research for you, you will pay through your nose.

Other difficulties include filling out a myriad of confusing applications, filing them, and knowing whether your licenses are current in all your locations.

Check requests are a problem onto themselves. Typically, each license application entails a governmental fee. You need an internal check request for the fee check. Internal check requests take time and are sometimes more expensive than the fee itself.

Being compliant with business licenses is not a luxury. Governments are ever more vigilant in enforcing business license compliance. The recent Sarbanes-Oxley Act (SOX) has raised compliance-awareness even more. Nowadays, whether you are compliant or not is of interest, not only to government but also to those that do business with you.

By taking advantage of our business license compliance products you will be able to focus on your business while entrusting your licensing tasks in the hands of seasoned professionals who do this best.

For years now we have provided business license compliance products and services to corporate America. We employ a sizeable team of professional researchers and processors who delve deeply into every licensing issue and provide customized research and processing tailored to your specific needs.

- ❖ Federal, state, county, and municipal coverage for every jurisdiction in the U.S.
- ❖ Every business license, permit, and tax registration
- ❖ Coverage of every industry



BUSINESS LICENSES, LLC

Licensing Authorities, by the Numbers	
Federal	1
States and Territories	55
Counties	3,034
Municipalities	35,933
Special Purpose Districts (Fire, Police, Water, etc.)	35,052
Each of the above has multiple departments and agencies administering licensing	

We offer a number of different products and services that tackle every licensing problem. These services will save the day for you and let you sleep well at night, knowing that you are fully compliant. We have the wherewithal to deliver your services with lightning speed while maintaining full accuracy, attested to by our many prestigious multi-national clients.

Some of our prestigious clients include:

- Amedisys
- Applebee's
- Charming Shoppes
- Diebold
- IHOP
- Kiddie Kandids
- Pella Corporation
- Teavana
- Value Place Hotels

Products & Services

- Digitized Application Forms
 - Research Service
 - Filing Service
 - Audit Service
 - License Verification Service
 - Complete Outsourcing
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- ❖ Gain control of your licensing compliance
 - ❖ Make use of our years of experience and vast licensing skills
 - ❖ Avoid penalties, delayed openings, or delaying new products and services
 - ❖ Save time, money, and staff



Digitized Application Forms

We maintain a massive database of over 50,000 digitized current business license, permit, and tax registration application forms, covering every licensing authority in the U.S.

These forms are fill-able, eliminating errors and the need to break pencils. We are able to supply you instantly with any of these forms. The forms are delivered via e-mail in PDF format.

Digitized Application Forms includes:

- Business licenses, permit, and tax registration forms
- Form instructions
- Fee schedules
- License ordinances and statutes
- Forms and associated documents are exact images of the originals
- Forms are in PDF Format
- Data is automatically validated
- Calculations are performed automatically
- Forms are delivered via e-mail

Suitable when:

- ✓ You know which licenses, permits, and tax registrations you need
- ✓ You don't know where to get the applications
- ✓ You don't want to spend countless hours searching for forms
- ✓ You need rush filings
- ✓ You want to have digitized, fill-able forms
- ✓ You want to archive filled-out forms



Research Service

Based on your business activities and locations, we perform research to determine your compliance requirements, and prepare a customized electronic package that contains all the business license, permit, and tax registration applications required to operate your business. The package is referred to as the Business License Compliance Package.

Research Service includes:

- An overview of the business licenses, permits, and tax registrations required for your business
- Licensing authority contact information, including name, address, telephone number, etc.
- Detailed information on how much money to send along with each application, and where to send each application.
- The actual license, permit, & tax registration applications & associated documents
- Delivered via e-mail in PDF format and also made available online

Suitable when:

- ✓ You don't know which licenses, permits, and tax registrations you need in each of the locations in which you conduct business
- ✓ You don't have the staff to research licensing requirements
- ✓ You want to be ready and armed with all the licensing information in time, to avoid delaying location openings or product & service offerings
- ✓ You are willing to prepare and file all the applications you receive from us yourself



Filing Service

We prepare and fill out the application forms, cut the checks for the licensing fees, and submit the applications to the various licensing authorities on your behalf.

Our online filing system is fully transparent and accessible to the user at any time, allowing you to review all filings.

Filing Service includes:

- Compiling the information necessary to fill out the applications correctly
- Gathering the required attachments
- Completing all the applications
- Cutting checks for the governmental fees
- Applying to the licensing authorities on your behalf
- Maintaining an online user-accessible filing system
- In many cases the Research Service is offered in conjunction with this service to provide a complete solution

Suitable when:

- ✓ You need rush filings
- ✓ You are short-staffed
- ✓ Your staff is overworked
- ✓ You want to avoid delays in location openings or product & service offerings



Audit Service

Based on your business activities and locations, we perform research to determine your compliance requirements. We then audit your filed licenses and permits and compare the results against our research to determine what, if anything, you are missing. The results are compiled into a Gap Analysis Report.

Audit Service includes:

- Performing research to determine your licensing requirements
- Auditing your existing licenses, permits, and tax registrations
- Producing a Gap Analysis report which includes:
 - A list of all the licenses, permits, and tax registrations required
 - A list of all the licenses, permits, and tax registrations that you have not filed for

Suitable when:

- ✓ You are not 100% sure that you filed for all your licenses, permits, and tax registrations
- ✓ Licensing is decentralized and you are afraid of gaps in licensing



License Verification Service

We verify the status of your licenses, permits, and tax registrations with the licensing authorities. Licenses included in the verification are based on either a list provided by you or on our own research we perform for you to determine your requirements. We contact all the licensing authorities and determine if your licenses, permits, and tax registrations are in good standing and when they expire. If a license has already expired we determine what is required to reactivate it. We then prepare a report listing all the licenses and their status.

License Verification Service includes:

- Determining your licensing requirements or gathering your list of licenses
- Verifying your licenses with the authorities
- Producing a detailed report that lists licenses, status, expiration date, and required actions
- In many cases the Audit Service is offered in conjunction with this service to provide a complete solution

Suitable when:

- ✓ You are not sure if all your licenses and permits are still active or have expired and need to be renewed

Complete Outsourcing

We act as your own licensing dept. We perform research to determine your licensing needs for every new location or activity. We prepare all your application forms and file on your behalf with all the licensing authorities. We maintain a licensing due-date calendar that alerts us to all your renewals, and we file all renewals on a timely basis, ensuring that you are always in compliance everywhere. With this service, we also procure the licenses and permits and send them on to the locations designated by you.

The licensing due-date calendar, as well as our online filing system, are fully transparent and accessible to the user at any time. This allows you to review all pending as well as historical filings.

Complete Outsourcing includes:

- Performing research to determine your licensing requirements
- Compiling the information necessary to fill out the applications correctly
- Gathering the required attachments
- Completing all the applications
- Cutting checks for the governmental fees
- Applying to the licensing authorities on your behalf
- Maintaining an online user-accessible filing system
- Maintaining an online user-accessible licensing due-date calendar
- Procuring the licenses and permits
- Sending the licenses and permits to your designated locations
- Maintaining an online archive where you can access all the filings

Suitable when:

- ✓ You are short staffed
- ✓ You do not want to bother with licensing
- ✓ You want a reliable outsourced solution
- ✓ You encounter problems with your existing licensing
- ✓ Licensing is decentralized and you want to gain control

Be Compliant | Save Time | Avoid Penalties | Prevent Padlocking