

Tom Schedler  
SECRETARY OF STATE

State of Louisiana  
Secretary of State



March 03, 2017

Business Owner  
123 Main Street  
Ruston, LA 71270

Dear Ms. Owner,

I appreciate you contacting the Secretary of State's Office of GeauxBiz for assistance as you make plans for your new business. Small businesses like yours are the backbone of the American economy. Furthermore, every new business and every job is important to the prosperity of our State and we wish you every success in your endeavor.

With your request to the Office of GeauxBiz, you have taken the first step towards success and I hope the information included will make your registrations easier. As I understand your needs, I am pleased to make you aware of the available state and local resources that can help in your business planning. The following attachment is a summary of programs and contacts that will prove helpful in obtaining all of the necessary licenses and permits that may pertain to your new business.

If you have any questions or if we can be of any further assistance in regards to the filing of your business, please do not hesitate to contact our office at 225.925.4704.

Again, thank you for contacting the Office of GeauxBiz regarding the needs of your new business and we will do everything possible to assist you as you open the doors of your own small business.

Sincerely

Tom Schedler

**COMMERCIAL DIVISION**

**Uniform Commercial Code**

225.925.4701

**Fax**

225.932.5318

**Administrative Services**

225.925.4704

**Fax**

225.932.5317

**Corporations**

225.925.4704

**Fax**

225.932.5314

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Uniform Commercial Code  
225.932.5318 Fax

## Licensing/Permit Checklist

03/03/2017

**Business Owner**  
**123 Main Street**  
**Ruston, LA 71270**

**Type of Business:** Other (Information)  
**Business Location:** Parish of Lincoln / Ruston

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### Licensing information is as follows:

#### For advice concerning your small business, you should contact:

Louisiana Small Business Development Center at  
NSU Shreveport  
<http://www.lsbdc.org/nwcr>  
1800 Line, Building C, Room 101  
Shreveport, LA 71101  
(318)677-3017

Northeast Louisiana SCORE  
<http://northeastlouisiana.score.org>  
1810 Auburn Avenue, Suite 104  
Monroe, LA 71201  
(318)323-0878

#### Corporations, limited liability companies and partnerships must be registered with:

Secretary of State Commercial Division  
[www.sos.la.gov](http://www.sos.la.gov)  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225)925-4704

#### Your federal tax ID number is issued by:

Internal Revenue Service  
[www.irs.gov](http://www.irs.gov)  
3007 Knight St.  
Shreveport, LA 71105  
(318)869-6310

#### Your state sales tax ID number is issued by:

Louisiana Department of Revenue  
<http://rev.louisiana.gov>  
P.O. Box 31706  
Shreveport, LA 71130  
(318)676-7505

#### If employees are hired you should contact:

Louisiana Workforce Commission  
<http://www.laworks.net/Homepage.asp>  
2121 Fairfield Ave, Suite 100  
Shreveport, LA 71104-2053  
(318)676-7788

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Mailing Address: P. O. Box 94125, Baton Rouge, LA 70804-9125

Office Location: 8585 Archives Ave., Baton Rouge, LA 70809

Web Site Address: [www.sos.la.gov](http://www.sos.la.gov)

**Your Local Sales ID is issued by:**

Lincoln Parish Sales and Use Tax Commission  
P.O. Box 863  
Ruston, LA 71273  
(318)251-8624

**Your Certificate of Occupancy is issued by:**

City of Ruston  
[www.ruston.org](http://www.ruston.org)  
P.O. Box 2069  
Ruston, LA 71273-2069  
(318)251-8621

**An assumed business name must be registered with:**

Lincoln Parish Clerk of Court  
[www.lincolnparrish.org](http://www.lincolnparrish.org)  
P.O. Box 924  
Ruston, LA 71273-0924  
(318)251-5130

**For additional resources for your small business, you should contact:**

Louisiana Economic Development  
[www.opportunitylouisiana.com](http://www.opportunitylouisiana.com)  
1051 North Third Street  
Baton Rouge, LA 70802  
(225)342-3000