



Congratulations on your decision to start your own business. The Chamber of Commerce wants to help get you started and support your success. This information was put together as a free service and we hope you will join the Chamber of Commerce once established for on going support.

Start Up in A Day

1. Check out the resource guide for [Starting a Business in Ohio](#) for information and details on any special license you may need.
2. [Develop a business plan:](#)
A great resource is the Small Business Administration (SBA) Score mentor program to help through the process. [To receive a free consultation and business advice.](#)
Assistance: Small Business Development Center (SBDC) OhioSBDC.ohio.gov near Wyandot County:
 - Fremont: Bill Auxter - 419.559.2210
 - Lima: Kathy Keller - 419.995.8184
 - Toledo: Bill Wersell - 419.243.8191
 - Columbus: 614.287.5294 - For an online business seminar, go to sbdccolumbus.com
3. Register your business with Ohio:
The state of Ohio requires all businesses to register with the Ohio Secretary of State's office based on the business legal organization.
 - a. Search the name you want to use: [Business Service Division Database](#)
or call 877.767.3453
 - b. [Forms and Fees](#)
4. Register with the IRS:
Need Form SS-4 Apply for a Federal [Employer Identification Number](#)
5. If you will have employees, you will need to fill out the [Bureau of Workers Compensation Application](#) \$120
6. Find your North American Industry Classification System ([NAICS Codes](#) ^(PDF)):

Some of Ohio's tax forms require business owners to know where their company falls within the North American Industry Classification System. This list should help.

7. Will have employees:

- a. [Ohio Department of Taxation Form IT-1](#)
- b. Department of Job & Family Services form JFS 20100 (Report to determine liability)

No employees: move onto step 8

8. Get Your Vendors License:

Register with the Ohio Department of Taxation. Gives you the ability to collect tax. Note: Commercial Activity Tax CAT registration is required after your gross sales reach \$150,000. [Types of vendors license & fees](#)

- a. Wyandot County Auditor office in Courthouse 2nd floor
109 S. Sandusky, Upper Sandusky, Ohio 43351
Monday-Friday, 8:30AM-4:30PM
auditor@co.wyandot.oh.us
Ph: 419.294.1531
- b. Set up an [Ohio Business Gateway Account](#) to pay Ohio taxes online

9. Local Zoning Authority:

If you plan to start your business in your home or any out of the ordinary location. Please check with your zoning authority.

- Upper Sandusky: Dave Westbrook - 419.209.0476
- Carey: Roy Johnson - 419.396.7681
- Sycamore: Chuck Clark - 419.927.2503
- Nevada: Kenneth Kerr - 614.905.9232
- Harpster: Jim Robertson - 740.496.4845
- Kirby: Tim Stansbery - 419.273.2433
- Marseilles: Rick Arnold - 419.835.4078
- Wharton: Keith Kauble - 419.294.7122

10. Have a Local Attorney & Insurance Agent get you legal information and coverage:

Insurance Agents

- Connie Wall Agency Allstate Insurance

224 N. Sandusky Ave
Upper Sandusky, OH 43351
419.294.9900
conniewall@allstate.com

www.allstate.com

- Crossroads Crop Insurance/Payne & Brown Insurance

1086 E. Wyandot Ave
Upper Sandusky, OH 43351
567.232.1921
Weaver.kayla@gmail.com

www.paynebrown.com

- Dannenhauer Insurance Agency LLC

200 N. Garrett Street
Nevada, OH 44849
Dannenhauerinsurance@woh.rr.com

- Farmers Mutual Insurance Agency

150 Highland Parkway
Upper Sandusky, OH 43351
419.294.5263
800.456.0873
sward@farmers-mutual.com

www.farmersmutualagency.com

- Newell Johnson Insurance Agency

128 W. Walker Street
Upper Sandusky, OH 43351
419.294.2395
njains@sbcglobal.net

- Parker Insurance Service

7115 S State Route 53
McCutchenville, OH 44844

419.981.2252

- Reid Insurance Agency
202 E. Wyandot Ave
Upper Sandusky, OH 43351
reidinsurance@midohio.twbc.com
www.reidinsuranceagency.com

- State Farm Insurance Agency
127 W. Wyandot Ave
Upper Sandusky OH, 43351
419.294.4404
tracy.shriver.nl6a@statefarm.com
www.statefarm.com

- Sunshine Insurance Agency
214 S. Sandusky Ave
Upper Sandusky, OH 43351
419.294.4694
erictroiano@gmail.com
www.sunshineinsuranceagency.com

- UIS Insurance & Investments
400 N. Sandusky, OH 43351
419.294.1439
sdickey@uisprotect.com
www.unitedinsuranceservice.com

- Wyandot Mutual Insurance Company Inc
150 Highland Parkway
Upper Sandusky OH, 43351
419.294.2862
800.456.0873
dan.oakes@wyandotmutual.com

www.wyandotmutualinsurance.com

Attorney

- Fox Ruhlen Co., L.P.A, Attorneys at Law

116 E. Wyandot Ave

Upper Sandusky, OH 43351

419.294.2336

foxruhlenlaw@yahoo.com

- Roth & Bacon Attorneys, LLC

50 Court Street

Upper Sandusky, OH 43351

419.294.2332

800.475.2611

jmoon@rothbaconlaw.com

www.rothbaconlaw.com

- Mason & Ellis LLC

110 S. Sandusky Ave

Upper Sandusky, OH 43351

419.294.3132

mellis@masonellislaw.com



11. Loans and Grants for Small Businesses:

Need funding or line of credit to help start your business? The following are potential resources of Small Business Administration (SBA) One, United States Department of Agriculture (USDA), Rocket Ventures, and Economic & Community Development Institute (ECDI) to help guide through the process.

SBA: Simplifying 7(a) Loans

- Jordi Arimany

401 N. Front Street Ste 200

Columbus, OH 43215

614.469.6860

jordi.arimany@sba.gov

USDA: Rural Business Enterprise Grant (RBEG)

- Erie Basin RC & D
8 Fair Road
Norwalk, OH 44857
419.681.6013
eriebasinrcd@yahoo.com

ECDI: Economic & Community Development Institute

- Patrycja Ajdukiewicz
2800 Euclid Ave. Ste. 620
Cleveland, OH 44115
216.912.5655
pajdukiewicz@ECDI.org

Rocket Ventures: Angel Fund

- Rocket Ventures Staff
300 Madison Ave, Suite 270
Toledo, OH 43604
419.464.0353
Rocketventures.org



12. Call the *Upper Sandusky Area Chamber of Commerce* to schedule a Ribbon Cutting, Ground Breaking, or Open House Celebration – 419.294.3349
Consider becoming a member of the Chamber of Commerce as a referral resource, exposure, networking, and continual business education on topical issues.

Good Luck & We Wish You the Best of Success on Your New Business