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This guide is for informational purposes only and provides basic information regarding the start-up and development of a small business. None of the information contained herein is intended to be, nor should be, construed as legal advice.
Begin with conducting an analysis that considers all critical aspects of a business to determine the likelihood of it succeeding by answering three questions:

1. **What am I going to do?**
2. **What will it take in money and skills to do it?**
3. **What will it give me in terms of money and satisfaction?**

**Business Counseling and Plan**

Contact a Small Business Development Center, Service Corps of Retired Executives (SCORE) or some other organization that regularly deals with business startups (see Business Resources).

Set out to learn all you can about your new business BEFORE you make the decision to start it.

Learn about the market, your target customers, the competition, pricing practices, typical profit margins, sources of supply and anything else that will help you fully understand the nature of your new business.

Talk to business owners in similar businesses or work as an employee to gain insights and knowledge. Talk to suppliers who sell to your type of business.

Read trade publications and magazines dealing with your chosen business. Attend seminars that deal with subjects important to your business. If there are franchises doing what you plan to do, study them. Request information about them and talk to franchise owners.

When you have finished your research, prepare a business plan for your new business.

Write Your Business Plan Guide:
Financing Your Business

You will need two sources of money:

**Initial source:**
Pay for the things you need to get your new business off the ground

**Other source:**
Pay your operating expenses until your business reaches break-even point

The break-even point is where you are taking in the same amount of money you are paying out.

To estimate the first source of money, make a list of all the things you will need to start your business. This might include equipment, tools, inventory, fixtures, lease costs, office supplies, vehicles, signs, pre-opening advertising, fees and permits, and everything else you can think of. These are often referred to as “start-up” costs. Opposite each of these items, put an estimated cost. If you do not know the cost, find out. If you have uncertainties, estimate on the high end.

The second source of money, to be used for operating expenses, involves estimating your cash outflow for all the things you will have to pay for after you start your business. This might include such things as rent, utility bills, gas for vehicles, supply replacement, payroll, payroll taxes, advertising, insurance, bookkeeping or legal fees, etc. If you estimate each of these items for one month, you can multiply the months’ totals by the number of months you think it will take you to reach cash break-even.

Three out of four new business startups use only money from the owner or owners. Some startups can borrow from banks, but it is difficult. You must have a good equity investment in the business (usually 30% or more) and you must have a sound business plan. The Small Business Administration will guarantee a bank loan for a new startup, but it also has requirements for equity and business plans.

**Small Business Administration Loans:** [SBA.gov/Funding-Programs/Loans](http://SBA.gov/Funding-Programs/Loans)

Personal and business credit cards can provide money for a business, but it comes at a high cost. It is recommended that credit cards be used sparingly and only for short-term needs. Local and state government agencies sometimes have money available for businesses, but it is not common, and it is usually restricted to very special circumstances. Business advisors and agencies involved in economic development usually know about these programs.

Contrary to popular belief, grants of cash for businesses are virtually nonexistent. There are rare instances where a cash grant has been given for some highly specialized type of business or unusual situation, but usually there are no cash grants. There are many government grants designed to assist businesses, but these usually do not go directly to the business. Instead, they go to agencies and organizations that perform some service for businesses or benefit businesses in some way.

**Source:** NTSBDC.org/Frequently-Asked-Questions/Business-StartUp-FAQ/
Commercial Location

Zoning and Use Regulations
The first step to consider before purchasing a property or signing a lease is to determine the type of business activity that may be permitted on the property. The City of Irving Zoning Ordinance defines how a property can be used and the Subdivision/Platting Regulations governs dividing or combining property for sale or construction.

Even if your business is a permitted use in a specified zoning district, additional development requirements such as parking, landscaping, or commercial design standards may be applicable.

Direct questions to the Planning and Zoning Department at (972) 721-2424 or email planning@cityofirving.org.

Planning Department:
CityofIrving.org/Planning-Zoning

Planning Department FAQs:
CityofIrving.org/Planning-FAQ

To find out the zoning of a property in Irving, visit the Interactive Web Map at CityofIrving.org/Zoning-Map.

Use the iMap Instructions at CityofIrving.org/iMap-Instructions to assist with finding Parcel Zoning.

To learn about the allowed uses for a particular zoning category, visit CityofIrving.org/UDC.

Zoning districts are described in Chapter 2.

For written confirmation of allowable uses for a property, users can request a Zoning Verification Letter at CityofIrving.org/Planning-Forms.
**Certificate of Occupancy**
A Certificate of Occupancy is required prior to opening your business whether you own or lease the premises.

No building or structure can be used or occupied until issued. For buildings with multiple tenants, each tenant space must obtain a Certificate of Occupancy based on the approved use. The certificate is necessary to ensure compliance with the building codes.

More information and the application for a Certificate of Occupancy can be found at [CityofIrving.org/Inspections-Forms](http://CityofIrving.org/Inspections-Forms).

Direct questions to the Inspections Department at (972) 721-2371 or email at irving-permits@cityofirving.org.

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**Building Permit**
A building permit is required if you are considering any type of construction project that includes new, repairs/alterations, remodeling, expansions, additions or renovations to your business.

> A building permit is your legal permission to start construction.

Building permits are reviewed by city staff for compliance with zoning and building code requirements and inspected by the city’s building inspectors for compliance with the adopted codes.

More information on Building Permits can be found at [CityofIrving.org/Permit-FAQ](http://CityofIrving.org/Permit-FAQ).

Predevelopment meetings offer an applicant the opportunity to explore the viability, major requirements, fees, timeframes and overall processing issues before filing an application, preparing detailed plans, and committing other time and resources. The goal of this early consultation is to help applicants understand and improve the flow and compliance of projects as they move through the city’s review system. The predevelopment meeting application can be found at [CityofIrving.org/Inspections](http://CityofIrving.org/Inspections).

Direct questions to the Inspections Department at (972) 721-2371 or email at irving-permits@cityofirving.org.

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**Sign Permit**
A sign permit is required for erecting, refacing or upgrading various types of signs on new or existing locations. More information and the application for a Sign Permit can be found at [CityofIrving.org/Inspections-Forms](http://CityofIrving.org/Inspections-Forms).

Direct questions to the Inspections Department at (972) 721-2371 or email irving-permits@cityofirving.org.
Health Permits for Establishments

To ensure optimal health and safety for both a food establishment owner and their patrons, the City of Irving requires businesses to apply for a food establishment permit. If you are planning on buying a pre-existing food establishment, it is best to contact the City of Irving before purchase. Building structures and equipment may not meet current codes and must be updated before the certificate of occupancy will be approved.

Review the city’s requirements for new or remodeled food establishments at CityofIrving.org/Health-Inspections.

All food establishments must maintain, on premises, a certificate of completion of the food handler training course for all food employees **WITHIN 14 DAYS** of hire. The city does not issue food handler cards. Food handler training must be obtained by taking an approved food handler course. Additionally, Irving requires that food establishments employ at least one permanent employee with a food manager certification and the certification also must be registered with the City of Irving Inspections Department.

Visit CityofIrving.org/Health-Inspections for information and guidelines on these topics:

- Food Handler Training
- Food Manager Information & Application
- Health FAQs
- Childcare Facility
- Mobile Food Units

For additional guidance on Snow Cone Stand & Shaved Ice, Hot Dog & Corn Cart, and Temporary Food Events, visit CityofIrving.org/Health-Inspections.

Direct questions to the Inspections Department at (972) 721-2371 or email at irving-permits@cityofirving.org.

Cottage Food

A cottage food operator is defined as an individual producing food items and operating out of the individual’s home. This type of food operation is legal in Texas; however, there are tight regulations around running a cottage food business.

Requirements:
- The food produced is not time and temperature controlled for safety, such as breads, some canned foods, roasted coffee and dried tea blends.
- Food must be produced in the individual’s home – not a commercial kitchen.
- Products must be labeled with the required language.
- Food must be sold and delivered directly to consumers.
- Sales from the cottage food operation must be an annual gross income of $50,000 or less.

For more information, visit:
- Texas Department of State Health Services: DSHS.Texas.gov/FoodEstablishments/CottageFood/Default.aspx
- Texas Cottage Food Law: TexasCottageFoodLaw.com

Local Oversight

Local health departments, including Irving health inspectors, are prohibited from inspecting a cottage food production operation. However, the department can act “to prevent an immediate and serious threat to human life or health.”

The Irving Inspections Department is required to maintain records of all complaints against cottage food production operations.
Selling Alcohol Requirements

Any establishments selling alcohol will be required to obtain a Texas Alcoholic Beverage Commission (TABC) license/permit through the TABC State website. Additionally, businesses are required to apply for an alcohol permit from the city.

Sign-off from the City of Irving requires a two-step process, including the distance verification from the Planning Department and submission of completed set of signed forms for sign off from the City Secretary. S-P-1/R-AB zoning is required to sell alcohol for on-premises (restaurant) consumption in Irving.

- TABC information, applications, forms and other information: TABC.Texas.gov/
- City of Irving TABC Permit Process: CityofIrving.org/TABC-Permits
  a City Checklist for TABC Process is available at this page.

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### Off-Premises (Retail)

**Consumption of Alcohol Sales**

Visit CityofIrving.org/TABC-Permits to view:
- Steps to Apply for a City Permit to Sell Alcohol for Off-Premises Consumption
- Required Alcohol Distance and Zoning Verification Form

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### On-Premises (Restaurant)

**with Alcohol Beverage**

Steps to Apply for a City Permit to Sell Alcohol for On-Premises:
- CityofIrving.org/TABC-Permits

Required Application for Change of Zoning:
- CityofIrving.org/Planning-Forms

Required Alcohol Distance and Zoning Verification Form:
- CityofIrving.org/TABC-Permits

Section 3.3 of Chapter 3 of the Unified Development Code regulating the sale, serving and storage of alcoholic beverages:
- CityofIrving.org/Municode
Home-Based Business

Can I do business out of my home?

YES!

If your business meets the definition of a customary home occupation, generates no unusual traffic, uses no on-site employees, and does not create a nuisance for adjoining property owners.

Customary Home Occupation Definition

Customary home occupation shall mean an occupation customarily carried on in the home by a member of the occupant’s family without structural alteration in the building or any of its rooms and without the installation of machinery other than that customary to normal household operation or additional equipment, provided that no person other than a member of the family of the owner or user of the principal single-family dwelling shall be employed or work in or at such home occupation.

A customary home occupation shall not include the physical or medical treatment of persons or animals, professional services, business services, barber shops, beauty shops, dance studios, carpenter shops, electrical shops, plumber shops, radio shops, auto repairing or painting, furniture repairing or sign painting.

Source: Unified Development Code, Item 41 in Chapter 9, Section 9.3. CityofIrving.org/Municode.
State Licenses-Permits

Many occupations and businesses require a license, examination and/or approval from a state agency before you may open for business.

To determine which state-level business license or permit is required for your business activity, see:


The City of Irving does not issue or require a “general business license.”

For specific questions, contact:
City of Irving Planning and Zoning Department
825 W. Irving Blvd., Irving, TX 75060
(972) 721-2424

City of Irving Inspections Department
825 W. Irving Blvd., Irving, TX 75060
(972) 721-2371
Business Structure

The decision regarding business structure should be made in consultation with an attorney and accountant, taking into consideration issues regarding tax, liability, management, continuity, transferability of ownership interests and formality of operation.

Generally, businesses are created and operated in one of the following forms:

**Sole Proprietorship**
The most common and the simplest form of business is the sole proprietorship. In a sole proprietorship, a single individual engages in a business activity without necessity of formal organization.

- If the business is conducted under an assumed name (a name other than the surname of the individual), then an assumed name certificate (commonly referred to as a DBA) should be filed with the office of the county clerk in the county where a business premise is maintained.
- If no business premise is maintained, then an assumed name certificate should be filed in all counties where business is conducted under the assumed name.

**General Partnership**
A general partnership is created when two or more persons associate to carry on a business for profit. A partnership generally operates in accordance with a partnership agreement, but there is no requirement that the agreement be in writing and no state-filing requirement.

- If the business of the partnership is conducted under an assumed name (a name that does not include the surname of all partners), then an assumed name certificate (commonly referred to as a DBA) should be filed with the office of the county clerk in the county where a business premise is maintained.
- If no business premise is maintained, then an assumed name certificate should be filed in all counties where business is conducted under the assumed name.
Corporation
A corporation is a legal person with the characteristics of limited liability, centralization of management, perpetual duration, and ease of transferability of ownership interests. The owners of a corporation are called “shareholders.” The persons who manage the business and affairs of a corporation are called “directors.”

- Created by filing a certificate of formation with the Texas Secretary of State.
- The Secretary of State provides a form that meets minimum state law requirements.
- Online filing of a certificate of formation is provided through SOSDirect: [SOS.State.TX.us/Corp/SOSDA/Index.shtml](http://SOS.State.TX.us/Corp/SOSDA/Index.shtml).
- Choosing the best management structure for your corporation is a decision you make with the advice of an attorney. The Secretary of State cannot assist you.
- An “S” corporation is not a matter of state corporate law but rather a federal tax election. A for-profit corporation elects to be taxed as an “S” corporation by filing an election with the Internal Revenue Service. Contact the IRS or competent tax counsel regarding the decision to be taxed as an “S” corporation and the requirements for filing the election. This is not a matter with which the Secretary of State may assist.

Limited Liability Company
The limited liability company (LLC) is not a partnership or a corporation but rather is a distinct type of entity that has the powers of both a corporation and a partnership. The owners of an LLC are called “members.” A member can be an individual, partnership, corporation, trust and any other legal or commercial entity.

- A Texas limited liability company is created by filing a certificate of formation with the Texas Secretary of State.
- The Secretary of State provides a form that meets minimum state law requirements.
- Online filing of a certificate of formation is provided through SOSDirect: [SOS.State.TX.us/Corp/SOSDA/Index.shtml](http://SOS.State.TX.us/Corp/SOSDA/Index.shtml).
- A limited liability company can be managed by managers or by its members. The management structure must be stated in the certificate of formation. Management structure is a determination that is made by the LLC and its members. The Secretary of State cannot give advice about management structure.

Limited Partnership
A Texas limited partnership is a partnership formed by two or more persons and having one or more general partners and one or more limited partners. The limited partnership operates in accordance with a partnership agreement, written or oral, of the partners as to the affairs of the limited partnership and the conduct of its business.

- While the partnership agreement is not filed for public record, the limited partnership must file a certificate of formation with the Texas Secretary of State.
- The Secretary of State provides a form that meets minimum state law requirements.
- Online filing of the certificate of formation is provided through SOSDirect: [SOS.State.TX.us/Corp/SOSDA/Index.shtml](http://SOS.State.TX.us/Corp/SOSDA/Index.shtml).

Limited Liability Partnership
To limit the liability of its general partners, a general or limited partnership may opt to register as a limited liability partnership.

- The Secretary of State provides a form for registration as a limited liability partnership.
- Online filing of the registration is provided through SOSDirect: [SOS.State.TX.us/Corp/SOSDA/Index.shtml](http://SOS.State.TX.us/Corp/SOSDA/Index.shtml).

This information should not be considered a substitute for the advice and services of an attorney and tax specialist in deciding on the business structure.

Source: Texas Secretary of State. Website: [SOS.State.TX.us/Corp/BusinessStructure.shtml](http://SOS.State.TX.us/Corp/BusinessStructure.shtml)
Business Name Registration

Local Registration (Assumed Name Certificate)

An Assumed Name Certificate for each name (or deviation of that name) a business will use must be on file with the county clerk in each county in which the business will operate.

The Unincorporated Assumed Name (DBA’s) certificates are required for the following: sole proprietorships, sole practitioners, general partnerships, joint ventures, joint stock companies, domestic real estate investment trusts, estates, nonprofits and trusts.

Filing of an Assumed Name Certificate does not impart any real name protection. It is merely a formal process that informs the public as to who the registered agent of a business is and how official contact can be made.

The Texas Business and Commerce Code require businesses to file an Assumed Name Certificate. In addition, most banks will not allow a business checking account to open without a proper filing.

For more information on filing an Assumed Name Certificate in Dallas County, visit Dallas County’s Clerk Office (Recording Division):

- [DallasCounty.org/Government/County-Clerk/Recording/](http://DallasCounty.org/Government/County-Clerk/Recording/)
- DBA filing application and procedures: [DallasCounty.org/Government/County-Clerk/Recording/Assumed-Names/Assumed-Names-Procedures.php](http://DallasCounty.org/Government/County-Clerk/Recording/Assumed-Names/Assumed-Names-Procedures.php)

Incorporated Assumed Name forms are no longer recorded locally with the County Clerk’s Office. They are filed with the office of the Secretary of State only. See State Registration.

Dallas County Clerk’s Office-Records Building
500 Elm St., Suite 2100, Dallas, TX 75202 | (214) 653-7099

State Registration

All businesses operating in Texas as limited partnerships, registered limited liability partnerships, limited liability companies, corporations, professional corporations, nonprofit corporations and professional associations must register with the Texas Secretary of State.

A name may not be used by more than one corporation in the state. The Texas Secretary of State will perform a name search to verify that no other corporation, limited partnership or limited liability company in Texas is using the exact name selected. To find out if a business name is available, call or email the Secretary of State at (512) 463-5555 or corpinfo@sos.texas.gov, and they will do an immediate computer search and will provide any additional information.

If a corporation will transact business under names other than that stated in the Articles of Incorporation, the corporation must file an Incorporated Assumed Name Certificate with the Texas Secretary of State. Business entities that file an Assumed Name Certificate with the Secretary of State are not required to file an Assumed Name Certificate with the County Clerk. [House Bill 3609 (PDF)](http://www.capitol.texas.govcipubfiles/billpdf/HB3609.pdf), which became effective September 1, 2019, amended Chapter 71 of the Texas Business & Commerce Code to eliminate the county-level filing requirement for such entities.

For more information on State registration, visit Texas Secretary of State Name Filings FAQs:

- [SOS.State.TX.us/Corp/NameFilingsFAQs.shtml](http://SOS.State.TX.us/Corp/NameFilingsFAQs.shtml)

Texas Secretary of State
1019 Brazos St., Austin, TX 78701
(512) 463-5555
Trademarks, Patents and Copyrights

Trademarks, patents, and copyrights are different types of intellectual property. The U.S. Patent and Trademark Office grants patents and registers trademarks. The U.S. Copyright Office at the Library of Congress registers copyrights.

<table>
<thead>
<tr>
<th>Trademark</th>
<th>Patent</th>
<th>Copyright</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is legally protected?</td>
<td>A word, phrase, design or a combination that identifies your goods or services, distinguishes them from the goods or services of others, and indicates the source of your goods or services.</td>
<td>Technical inventions, such as chemical compositions like pharmaceutical drugs, mechanical processes like complex machinery, or machine designs that are new, unique and usable in some type of industry.</td>
</tr>
<tr>
<td>What is an example?</td>
<td>Coca-Cola® for soft drinks</td>
<td>New type of hybrid engine</td>
</tr>
<tr>
<td>What are the benefits of federal protection?</td>
<td>Protects the trademark from being registered by others without permission and helps you prevent others from using a trademark that is similar to yours with related goods or services.</td>
<td>Safeguards inventions and processes from other parties copying, making, using or selling the invention without the inventor’s consent.</td>
</tr>
</tbody>
</table>


For more information:
- Trademarks and Servicemarks: USPTO.gov/Trademarks
- Patents: USPTO.gov/Patents
- Copyrights: Copyright.gov/

United States Patent and Trademark Office (USPTO)-Texas Regional Office
207 S. Houston St., Suite 159, Dallas, TX 75202
(469) 295-9000

United States Copyright Office
101 Independence Ave. S.E., Washington, D.C. 20559
(202) 707-3000
Employer Identification Number

Generally, businesses need an Employer Identification Number (EIN) if they have employees, operate as a corporation/partnership, file federal taxes or open a bank account.

An EIN is a unique nine-digit number that identifies your business for tax purposes. It is similar to a Social Security number but is meant for business-related items only. It is helpful to apply for one as soon as you start planning your business. This will ensure there are no delays in getting the appropriate licenses or financing that you may need to operate.

How to Apply for an EIN?
• IRS.gov/Businesses/Small-Businesses-Self-Employed/Apply-for-an-Employer-Identification-Number-EIN-Online

Do I need an EIN?
• SA.www4.IRS.gov/Modiein/Individual/Help/Keyword.jsp?Question=Do%20I%20Need%20an%20EIN%3F

Do I need a new EIN?
• SA.www4.IRS.gov/Modiein/Individual/Help/Keyword.jsp?Question=Do%20I%20Need%20a%20New%20EIN%3F

Sales and Use Tax

You must obtain a Texas Sales and Use Tax permit if you are an individual, partnership, corporation or other legal entity engaged in business in Texas and you:

• Sell tangible personal property in Texas
• Lease or rent tangible personal property in Texas
• Sell taxable services in Texas, or
• Sell or lease tangible personal property or taxable services to customers in Texas from an out-of-state business and have revenue from Texas of $500,000 or more in the past 12 months.

Tangible personal property is personal property that can be seen, weighed, measured, felt or touched, or that is perceptible to the senses.

For more information, visit Comptroller.Texas.gov/Taxes/Sales/ or call (800) 252-5555. Texas Sales and Use Tax FAQ: Comptroller.Texas.gov/Taxes/Sales/FAQ/Permit.php
Property Tax

Property appraisals are determined by the appraisal district and used by the taxing units, such as the county, city, school district, etc., to calculate and allocate the annual tax burden. Additionally, some business owners may be responsible for paying Business Personal property taxes.

Assets such as machinery, equipment, tools, vehicles, or computers are taxable because they are used to generate income. Proprietorships, partnerships, corporations, self-employed agents or contractors who are in possession of assets may be required to file an annual report listing assets via a Business Personal Property (BPP) Rendition form. For more information, visit DallasCAD.org.

Dallas Central Appraisal District
2949 N. Stemmons Freeway, Dallas, TX 75247
(214) 631-0910 (Customer Service)
(214) 637-2194 (Commercial Real Property)
(214) 631-7406 (Business Personal Property)

Before you purchase a business, you should determine the status of the taxes and request a tax certificate. This will certify that all taxes have been paid or show the amount of the unpaid taxes. A search should be done both by the name of the business and the address. If the name has changed since the tax bill, it will only appear under the address search. A tax search is important because unpaid property taxes are a lien against the property. For more information on property tax for City of Irving properties, visit CityofIrving.org/981.

Texas Franchise Tax

The Texas Franchise Tax is a tax imposed on each taxable entity chartered/organized in Texas or doing business in Texas. The Texas Franchise Tax applies to partnerships (general, limited and limited liability), corporations, limited liability companies, business trusts, professional associations, business associations, joint ventures and other legal entities.

For more information, visit the Texas Comptroller’s Office at Comptroller.Texas.gov/Taxes/Franchise/ or call (800) 252-1381.

Income Taxes

All businesses except partnerships must file an annual income tax return. Partnerships file an information return. The form you use depends on how your business is organized. To find out which returns you must file based on your business structure, visit IRS.gov/Businesses/Small-Businesses-Self-Employed/Business-Structures.

The federal income tax is a pay-as-you-go tax. You must pay the tax as you earn or receive income during the year. An employee usually has income tax withheld from his or her pay. If you do not pay your tax through withholding, or do not pay enough tax that way, you might have to pay estimated tax. If you are not required to make estimated tax payments, you may pay any tax due when you file your return.

For more information, visit IRS.gov/Businesses/Small-Businesses-Self-Employed/Business-Taxes.

Small Business Taxes

• The Virtual Workshop: IRSvideos.gov/Business/SBTW

The State of Texas does not collect income tax.
Self-Employment Taxes
Self-employment tax (SE tax) is a social security and Medicare tax primarily for individuals who work for themselves. It is similar to the Social Security and Medicare taxes withheld from the pay of most wage earners. You must pay self-employment tax and file Schedule SE (Form 1040 or 1040-SR) if your net earnings from self-employment is $400 or more.

Federal Requirements:

State Requirements:
- Texas Workforce Center (TWC): [TWC.Texas.gov/Businesses/Unemployment-Tax](https://www.twc.texas.gov/businesses/unemployment-tax)

Employment Taxes
Business owners with employees have certain employment tax responsibilities.

Federal Requirements:

State Requirements:
- Texas Workforce Center (TWC): [TWC.Texas.gov/Businesses/Unemployment-Tax](https://www.twc.texas.gov/businesses/unemployment-tax)

Excise Tax
The federal excise taxes are imposed on various goods, services and activities. Such taxes may be imposed on the manufacturer, retailer or consumer.

This webpage describes many of the excise taxes for which you may be liable:
Texas Workforce Commission (TWC)

TWC produces a handy reference book entitled “Especially for Texas Employers” to provide information on important workplace issues. The content includes chapters on the basic legal issues relevant to hiring, pay and policy, work separation, post-employment problems and employment law-related websites.

- Especially for Texas Employers online: EFTE.TWC.Texas.gov/

U.S. Department of Labor (DOL)

Occupational Safety and Health Administration (OSHA)

OSHA was created to ensure safe and healthful working conditions for workers by setting and enforcing standards and by providing training, outreach, education and assistance. For more information on complying with OSHA standards and receiving trusted advice through OSHA’s no-cost and confidential On-Site Consultation Program, visit:

- OSHA Small Business Resources: OSHA.gov/SmallBusiness
- On-Site Consultation: OSHA.gov/Consultation

Wage and Hour Division (WHD)

WHD is committed to providing employers with the tools they need to operate in compliance with the variety of labor laws enforced by the division. WHD offers useful compliance resources intended to provide employers with readily accessible, easy-to-understand information relevant to both their rights and to their responsibilities under the law. From the interactive E-laws advisor to a complete library of free, downloadable workplace posters, the site offers employers critical information to guide them toward operating their business in full compliance with federal labor regulations.

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

To access resources, visit DOL.gov/Agencies/WHD/Compliance-Assistance/Small-Business.
Texas Department of Insurance (TDI)

TDI regulates the state’s insurance industry, oversees the administration of the Texas workers’ compensation system, performs the duties of the State Fire Marshal’s Office, and provides administrative support to the Office of Injured Employee Counsel – a separate agency.

Deciding whether to offer health insurance is a major decision for most employers. It can factor into your bottom line and your ability to attract employees. For more information on ways to provide health insurance for your employees, visit TDI.Texas.gov/Business/Get-Health-Coverage-For-Your-Employees.html.

In Texas, private employers can choose whether or not to carry workers’ compensation insurance coverage. Workers’ compensation is a state-regulated insurance program that pays medical bills and replaces some lost wages for employees who are injured at work or who have work-related diseases or illnesses. Texas employers who do not carry workers’ compensation insurance coverage are required to report their noncoverage status and work-related injuries and illnesses to the TDI, Division of Workers’ Compensation.

For more information, visit TDI.Texas.gov/WC/DWC/Index.html.
Selling to the Government

The City of Irving Purchasing Division provides information on how to conduct business with the City of Irving and strives for open and fair competition, while maintaining goodwill with all vendors interested in doing business with the City of Irving.

All solicitations for goods or services of $3,000 or more are issued through the city’s online procurement system. Interested vendors must register with the city to access specifications and submit their responses.

- Vendor Registration: CityofIrving.org/Vendor-Registration
- Current Bid Opportunities: CityofIrving.org/Bids

For more information on doing business with the City of Irving, visit CityofIrving.org/526.

Minority- and Woman-Owned Business Enterprises (M/WBE) Program

It is City of Irving policy to provide equal opportunities for minority- and women-owned businesses (M/WBE) in the city procurement process for all basic goods, professional services, construction and other solicitations. The City of Irving encourages the growth and development of M/WBEs that can successfully compete for contracting opportunities.

Irving has goals for M/WBE participation on every solicited procurement and has an overall goal of 26 percent of dollars awarded by the council going to M/WBE vendors. Prospective bidders / proposers are required to make a good faith effort to meet the established participation goals. Bidders must document their good faith effort to include minority and women-owned businesses in the contract if they are not certified M/WBE or HUB businesses in their own right.

M/WBE Certification Agencies

Certifications from the following agencies are accepted by the City of Irving:

- North Central Texas Regional Certification Agency
- State of Texas Historically Underutilized Business
- DFW Minority Supplier Development Council and affiliates
- Women’s Business Council Southwest and affiliates
- Small Business Administration (SBA)- 8a certification only
- Texas Unified Certification Program (TUCP)

For more information on the city’s M/WBE program, visit CityofIrving.org/MWBE, email MWBE@CityofIrving.org or call (972) 721-2631.
Business Resources

City of Irving Library Business Databases
Contains hundreds of articles from key publications, company profiles and business information.

City of Irving Library LinkedIn Learning
Offers more than 12,000 courses, ranging from computer programming to project management including instruction on various computer software, programming languages and business topics. The video courses are taught by industry experts and are designed for any skill level.

Governor’s Small Business Webinar Series
These webinars include private and public small business resources, practical solutions, best practices and expert assistance on a broad range of business topics and challenges.

Broadening Urban Investment to Leverage Dallas (Dallas B.U.I.L.D.)
A locally based organization offering information on various small business resources, such as funding, technical assistance programs, and coworking spaces.

Governor’s Small Business Resource Portal
This important tool offers a customized list of useful business resources to assist you in starting or growing your business in Texas.

Business Counseling

North Texas Small Business Development Center (SBDC)
A partnership program with the U.S. Small Business Administration. The SBDC provides small businesses with the practical assistance needed to survive, grow and prosper.

Dallas Service Corps of Retired Executives (SCORE) Counseling
A network of volunteer business mentors, many of whom are retired experts in their field. These mentors donate thousands of hours to help small businesses succeed.

Women Business Center/LiftFund
Funded in part through a Cooperative Agreement with the U.S. Small Business Administration and is dedicated to supporting business owners through business education and business consulting.
Dallas Minority Business Development Agency (MBDA) Business Center
An affiliate of the U.S. Department of Commerce and provides management and technical assistance to minority-owned businesses (MBEs). The center delivers a variety of services to assist MBEs in growing their business and increasing their capacity.

UTA Veteran Business Outreach Center (VBOC)
Formed in cooperation with the U.S. Small Business Administration and provides training programs, one-on-one business counseling, accredited university courses, seminars, workshops, referrals and veteran focused outreach activities for veterans, National Guard, active and reserve component members, and their spouses.

Cohort-based Training
Dallas College Cohort-based Training
Discover cohort-based training opportunities to help you grow your business.

Capstone Consulting
University of Dallas Gupta College of Business Capstone Consulting
Culmination of a MBA student’s education put into practice to address an organization’s strategic or operational issues. Students combine work experience and knowledge from their practical business education to develop solutions for their client firms.

Networking Organizations
Irving-Las Colinas Chamber of Commerce
5215 N. O’Connor Blvd., Suite 200, Irving, TX 75039
Phone: (214) 217-8484

Irving Hispanic Chamber of Commerce
801 W. Irving Blvd., Suite 201, Irving, TX 75060
Phone: (469) 212-8345

Small Business Resource Center
Irving Hispanic Chamber of Commerce
801 W. Irving Blvd., Suite 201, Irving, TX 75060
(469) 212-8345

City of Irving Economic Development
825 W. Irving Blvd., Irving, TX 75060
(972) 721-4795

Additional resources listed on the city’s website at CityofIrving.org/SmallBiz