

North Carolina Department of Revenue
www.dornc.com

New Business Contact List

The types of information needed and licensing and tax requirements vary based on the individual characteristics of each business. This list contains the names and telephone numbers of the most frequently contacted state, federal, and local governmental agencies to establish a new business.

State Licenses and Taxes North Carolina Department of Revenue
PO Box 25000
Raleigh, NC 27640-0640

Forms Order Line 1-877-252-3052
Merchants Certificate of Registration (Sales and Use Tax Number)..... 1-877-252-3052
Sales and Use Tax..... 1-877-252-3052
Withholding Tax 1-877-252-3052
Corporate Income Tax 1-877-252-3052
Alcoholic Beverage Excise Tax 1-919-754-2631
Tobacco Products Tax 1-919-754-2631
Franchise Tax 1-877-252-3052
Individual Income Tax 1-877-252-3052
Installment Paper Dealer Tax..... 1-877-308-9103
Privilege License Tax 1-877-252-3052
Bingo License 1-877-252-3052

Alcoholic Beverages Permit - ABC Commission..... 1-919-779-0700

Incorporating a Business..... North Carolina Secretary of State
P.O. Box 29622 2 South Salisbury Street
Raleigh, NC 27626 Raleigh, NC 27601
1-919-807-2000

Unemployment Insurance Employment Security Commission of North Carolina
PO Box 26504
Raleigh, NC 27611
1-919-707-1150 or your local ESC office

Workers Compensation..... Your insurance agent or the North Carolina Rate Bureau
P.O. Box 176010 2910 Sumner Boulevard
Raleigh, NC 27619-6010 Raleigh, NC 27616
1-919-582-1056

State Labor Law Regulations North Carolina Department of Labor
1101 Mail Service Center 4 West Edenton Street
Raleigh, NC 27699 Raleigh, NC 27601
1-919-807-2796 or 1-800-NC-Labor

Health and Safety - OSH 1-800-625-2267
Wage and Hour 1-800-625-2267

Child Day Care Licensing Division of Child Development
2201 Mail Service Center 820 S. Boylan Avenue
Raleigh, NC 27699 Raleigh, NC 27603
1-919-527-6335

Motor Vehicle Dealer's License Division of Motor Vehicles
3129 Mail Service Center 1100 New Bern Avenue, Annex Building
Raleigh, NC 27699 Raleigh, NC 27697
1-919-715-7000

Notary Public Licensing North Carolina Secretary of State
The Notary Public Section 2 South Salisbury Street
P.O. Box 29626 Raleigh, NC 27601
Raleigh, NC 27626 1-919-807-2219

Federal Taxes and Licenses United States Internal Revenue Service
4405 Bland Road
Raleigh, NC 27609
1-919-850-1100

Federal Employer Identification Number (FEIN),
Income Tax Withholding, and FICA Information 1-800-829-1040 (for individuals)
1-800-829-4933 (for businesses)

License for Firearms and Ammunitions Bureau of Alcohol, Tobacco & Firearms Division
6701 Carmel Road, Suite 200
Charlotte, NC 28226
1-704-716-1830

Contact your city or county offices for information on the following:

- Building Inspection
- City Licenses and Business Tax
- County Licenses and Business Tax
- Fire Prevention Inspection - Local Fire Department
- Food Handlers Inspection - Health Department
- North Carolina Assumed Name Act - Register of Deeds Office
(for partnerships which do not use the name of the principals)
- Occupancy Tax
- Prepared Meals Tax
- Sign Permits
- Zoning Information