



Prattville *Area*  
**CHAMBER**  
of Commerce

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## Getting Started

A BUSINESS RESOURCE GUIDE



PRATTVILLE AREA CHAMBER OF COMMERCE | 131 NORTH COURT STREET | PRATTVILLE, AL  
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This document is intended to be a high-level resource for persons wishing to locate or start a business in the Prattville area. Certain and necessary steps must take place in order to operate your business. Business owners must consider taxes, licensing fees and other considerations.

To learn more, reach out to the appropriate resources listed in this document.

## Getting Started Checklist

- Business Plan
- Planning & Zoning
- Business License
- Incorporation Filing
- Sales Tax
- Federal Taxes
- Alabama Income Taxes
- Insurance
- Compliance & Other

## Business Plan

First and foremost, one should develop a business plan. By doing so, the plan acts as a roadmap to ensure a greater chance for your business's success.

To learn more about developing a business plan, visit [www.prattvillechamber.com/business/](http://www.prattvillechamber.com/business/)

## Planning & Zoning

If business is located inside city limits, Planning & Zoning MUST sign off on business license prior to issuance. Same applies to businesses using a residential address.

## Business License

A business license is required prior to engaging in business in the Prattville area. A yearly renewal fee is due on January 1.

## Incorporation Filing

Businesses that fall under the following categories must register with the Alabama Secretary of State Business Services: Corporation, Non-profit organization, Limited Liability Companies (LLC) and Partnerships.

\*Sole proprietors do not have to register to begin operations. However, sole proprietor businesses assume the name of the business owner. If you want to avoid using your personal name, you must register for a trade name.

For more information, visit [sos.alabama.gov](http://sos.alabama.gov).

## Sales Tax

Prattville taxes in Autauga County total 9.5%. State - 4%, County - 2%, and City - 3.5%. Prattville taxes in Elmore County total 9.5%. State - 4%, County - 1%, City 3.5% and District - 1%. Contact your local city and county offices for sales tax remittance information in the Prattville Area.

For information on applying for a sales tax number, visit [revenue.alabama.gov/salestax](http://revenue.alabama.gov/salestax)



[www.prattvillechamber.com/business](http://www.prattvillechamber.com/business)

## Federal Taxes

Businesses are identified by an Employer Identification Number (EIN). This number is needed to pay federal withholding tax. A business may apply for an EIN at [www.irs.gov/businesses/small](http://www.irs.gov/businesses/small).

Employers are required to withhold federal income tax (FIT), Social Security and Medicare (FICA) from the wages paid to employees.

For more information regarding Federal Taxes, visit [www.irs.gov](http://www.irs.gov).

## Alabama Income Taxes

Businesses that hire employees and pays wages must obtain an Alabama income tax withholding number to hold and remit the taxes to the Alabama Department of Revenue. Businesses must report estimated earnings and make quarterly income tax payments.

For more information regarding Alabama Income Taxes, visit [www.revenue.alabama.gov](http://www.revenue.alabama.gov)

## Insurance

Businesses with employees may be required to provide unemployment or worker's compensation insurance. This type of insurance can be obtained through local insurance agencies

Contact the **Alabama Department of Industrial Relations** to obtain requirements for Worker's Compensation Insurance at (334) 242-2868 or (800) 528-5166 and State Unemployment Compensation tax at (334) 242-8830.

For more information, visit [www.labor.alabama.gov](http://www.labor.alabama.gov).

## Compliance & Other Considerations

**E-Verify:** Requirement that businesses verify the legal presence of its employees.

For more information, visit [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify) or [www.immigration.alabama.gov](http://www.immigration.alabama.gov).

**Equal Employment Opportunities Commission (EEOC):** Business owner's must be aware of equal employment opportunity regulations such as discrimination towards applicants or employees.

For more information, visit [www.eeoc.gov](http://www.eeoc.gov).

**Occupational Safety & Health Administration (OSHA):** All businesses must comply with state and federal regulations regarding the safety of the workplace and its employees.

For more information, visit [www.osha.gov](http://www.osha.gov).



[www.prattvillechamber.com/business](http://www.prattvillechamber.com/business)

# Contact Information

## Licenses/Certifications

**City of Prattville Finance Department**  
(334) 361-3690  
[www.prattvilleal.gov](http://www.prattvilleal.gov)

**Autauga County Probate Office**  
(334) 361-3725  
[www.autaugaprobate.com](http://www.autaugaprobate.com)

## Planning & Zoning

**City of Prattville Planning & Development Department**  
(334) 595-0500  
[www.prattvilleal.gov](http://www.prattvilleal.gov)

## Taxes

**City of Prattville Revenue Department**  
(334) 595-0100

**Autauga County Revenue Commission**  
(334) 361-3707  
[www.revenue.alabama.gov](http://www.revenue.alabama.gov)

**Internal Revenue Service - Montgomery**  
(334) 264-2453  
[www.irs.gov](http://www.irs.gov)

**Alabama Department of Labor**  
(334) 242-8055

**Alabama Department of Revenue**  
(334) 242-2677  
[revenue.alabama.gov](http://revenue.alabama.gov)

## Insurance

**Commissioner of Insurance**  
(334) 269-3550  
[www.aldoi.gov](http://www.aldoi.gov)

**Unemployment Compensation Insurance**  
(334) 242-8055  
[www.ador.state.al.us](http://www.ador.state.al.us)

**Worker's Compensation Division**  
(334) 353-0515  
[www.labor.alabama.gov/](http://www.labor.alabama.gov/)

## Compliance & Other

**Federal E-Verify**  
[www.uscis.gov/e-verify](http://www.uscis.gov/e-verify)

**Alabama E-Verify**  
(855) 837-4396  
[www.immigration.alabama.gov](http://www.immigration.alabama.gov)

**Occupational Safety & Health Administration (OSHA - Birmingham)**  
(205) 731-1534  
[www.osha.gov](http://www.osha.gov)

**Americans with Disabilities Act**  
(800) 669-3362  
[www.ada.gov](http://www.ada.gov)

**U.S. Equal Employment Opportunity Commission**  
Birmingham  
(800) 669-4000  
[www.eeoc.gov](http://www.eeoc.gov)



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