



Starting a Business in the Juniata River Valley:

This page is designed to provide general guidance for those looking to begin the process of business start-up, expansion or relocation in the diverse Mifflin/Juniata County region. With the close proximity to major north-south & east-west four-lane transportation corridors, railroad lines, airports & bus lines there is easy access into and out of our region.

Business Development Checklist:

1.) Develop a written business plan. Guidance on how to write a business plan can be obtained by contacting any one of the following organizations:

SCORE (Service Core of Retired Executives) Association, Central Pennsylvania

Contact: Mr. John Vincenti
2820 East College Avenue, Suite E
State College, PA 16801
scorecpa@trip.net
(814)234-9415 – Phone & Fax
www.scorecpa.org

Penn State Small Business Development Center (SBDC)

Contact: Mr. Mike Ryan
152 E. Market Street, Suite 100
Lewistown, PA 17044
sbdc@psu.edu
(717)247-1280
(717)242-5462 – Fax
www.sbdc.psu.edu

Center for Entrepreneurial Assistance

PA Department of Community & Economic Development
(800)280-3801

US Small Business Administration

Philadelphia District Office
(215)580-2722

2.) Obtain demographic information, commercial real estate availability, and other informational assistance by contacting:

Research & Information Specialist Mifflin County Planning Commission

William Gomes – Director
wgomes@co.mifflin.pa.us
(717)242-0887
(717)242-5460 – Fax

3.) Determine zoning regulations, change of use requirements, accessibility requirements, building and sign permit requirements, and subdivision and land development regulations and processes

Contact local borough or municipality office. A directory can be found at www.co.mifflin.pa.us for Mifflin County and www.co.juniata.pa.us in Juniata County.

4.) Decide upon your business structure – sole proprietorship, general partnership, limited partnership, limited liability partnership, limited liability company, corporation, or PA S corporation. Contact the Pennsylvania Department of State at (717)787-1057 for additional information concerning specific steps to be taken once a business structure has been selected.

5.) Determine if you must register your fictitious name with the Pennsylvania Department of State. A fictitious name is any assumed name, style, or designation other than the proper name of the person and/or entity using the name. Contact the Pennsylvania Department of State at (717)787-1057 for additional information. Registration of a fictitious name can be completed on-line at www.paopenforbusiness.state.pa.us.

6.) Obtain a federal employer identification number (EIN). Every employer subject to employment taxes is required to obtain an EIN to identify his or her business with the Internal Revenue Service and Social Security Administration. Application for a

federal EIN can be filed by telephone, fax, or mail. The appropriate form can be downloaded from the IRS website, www.irs.gov, or obtained by calling the IRS Form Hotline at (800)829-3676. Telephone registration can be completed by calling (866)816-2065.

7.) Determine whether you are liable for the state unemployment compensation tax. If you employ one or more persons, you may be liable for the state unemployment compensation tax and must register with the Bureau of Employer Tax Operations by completing a Pennsylvania Enterprise Registration Form and Instruction (PA-100). This form can be obtained by contacting the PA Form Ordering Service at (800)362-2050.

8.) Contact the MiffCo Tax Service to determine any required registration requirements for local taxes.

MiffCo Tax Service
139 West Market Street
Lewistown, PA 17044
(717)242-2777
(717)-242-6132 – Fax

9.) Determine all applicable state tax liabilities. Various taxes are imposed upon individuals, employers, businesses, and certain products. As a result of specific tax liabilities being dependent on the type and structure of the business, questions should be directed to the Pennsylvania Department of Revenue at (717)787-1064.

10.) Obtain workers' compensation insurance coverage for your employees. In Pennsylvania, workers' compensation insurance coverage is required if a person, company, or corporation has any full or part-time employees. This includes family members, one-person corporations, and corporate officers. For additional information, contact the Pennsylvania Department of Labor and Industry at (717)772-3702 or visit their website at www.dli.state.pa.us

11.) Work hard, prosper, and enjoy all the benefits of doing business in the Juniata River Valley!