



NJEDA

ECONOMIC DEVELOPMENT AUTHORITY



Registering as a Business and Getting Your Tax Clearance Certificate

New Jersey Child Care Facilities Improvement Program—Phase 2
Family Child Care Homes

We will be using the Q&A feature to take all your questions



Open (2)

Answered (1)

Dismissed


Anonymous Attendee 11:26 AM

How can I schedule a meeting?

Answer live

Type answer

In addition to today's webinar, there are many ways to ask questions and learn more:

 Visit <https://www.njeda.com/child-care-improvement-program-phase-2/> which has resources including an application checklist and an FAQ that will be regularly updated

 Visit the Business Action Center website at <https://www.nj.gov/state/bac/>

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Key Eligibility Criteria



Must be a Family Child Care home registered with the Department of Children and Families (DCF)



Must care for children at least 6 hours a day, 5 days a week, and 10 months a year



Must currently enroll, or have enrolled in the last 12 months, at least 1 child receiving assistance from Child Care Assistance Program (CCAP)

Visit <https://www.njeda.com/child-care-improvement-program-phase-2> for more details on eligibility.

Registered NJ Business Requirements

- Tax Clearance Certificate and business formation documents are **required before approval**
- To receive a Tax Clearance Certificate (TCC), your FCC will need to be **registered as a business** and have a **New Jersey Tax ID number**
- The process can take multiple weeks, from initially registering your business to receiving your tax clearance certificate, so we encourage you to **start now to help your application be approved faster**

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
P. O. Box 372
TRENTON, NEW JERSEY 08646-0372

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

JOHN J. FICARA
Acting Director

09/29/2021

Attn: [REDACTED]


**BUSINESS ASSISTANCE OR INCENTIVE
CLEARANCE CERTIFICATE**

Agency : New Jersey Economic Development Authority
Applicant ID #: [REDACTED]

The Director of the Division of Taxation, in accordance with Chapter 101, Laws of N.J. 2007, has reviewed the records of the above Applicant for Business Assistance or Incentive from the above referenced agency. This review shows that the Applicant is in compliance with this act.

This certificate indicates the Division of Taxation has no objections to the issuance of said Assistance or Incentive. This certificate does not constitute a waiver of authority to demand resolution of any other deficiencies and delinquencies and shall not prevent further audit or the assessment of additional taxes, penalties, interest or fees as may be provided by law.

This certificate is valid for 180 days from the date of issuance.


John J. Ficara
Acting Director



Business Formation & Registration Basics

Welcome to the New Jersey Business Community

Before You Begin

- Choose Your Business Type
 - Sole Proprietorship
 - General Partnership
 - Limited Liability Company
 - For Profit Corporation
 - Non Profit Corporation
 - Limited Liability Partnership
 - Professional Corporation
 - Limited Partnership

Before You Begin (cont.)

Not a “Legal Entity”

Sole Proprietorship

General Partnership

These are extensions of the owner and can not independently be a party in the same activities of a legal entity. If you want to choose one of these, be sure you understand the liability exposure you are accepting.

Legal Entities

Limited Liability Company

For Profit Corporation

Non profit Corporation

Limited Liability Partnership

Professional Corporation

Limited Partnership

A Legal Entity is permitted to enter into a contract for the purchase or sale of real property, can be a party to a legal action, and can be an employer. They provide some limits on the liability of the members or stockholders.



Before You Begin (cont.)

Check Name Availability

Sole Proprietorships & General Partnerships only

Need a Trade Name Certificate from the County Clerk's Office in each of the counties where you will conducting business (costs \$50 per county)

Legal Entities

Before you begin, check the availability of the name you wish to use.

<https://www.njportal.com/DOR/BusinessNameSearch/Search/Availability>

Legal entities have an option to "reserve a name," which blocks the name from the online service for six months. Unless you have a reason for waiting six months before registering, do not reserve the name.

Restricted Words – Special Permission Needed

BANK

BANKER

BANKING

BLIND

CEMETERY

CITIUS ALTIUS FORTIUS

CON-CON

DBA

E-COM

EXPRESS MAIL

HANDICAPPED

INSURANCE

LITTLE LEAGUE

MAIL

OLYMPIA

OLYMPIAD

OLYMPIAN

OLYMPIC

OLYMPUS

REALTOR

SAVINGS

TRUST

UNITED STATES OLYMPIC COMMITTEE

URBAN RENEWAL

USPS

ZIP CODE



Getting Started- Obtaining an Employer Identification Number (EIN)

An EIN is a 9-digit number used for filing federal taxes and is issued by the IRS.

A **sole proprietorship or Single Member LLC with no employees** may use the owner's Social Security Number in place of an EIN. This is not recommended for security reasons.

You will be issued an SS-4 Letter with your **EIN Number**. It is the first of three important numbers you will want to keep on file.

[IRS.gov](https://www.irs.gov)

www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

Getting Started- The Next Steps

Legal Entities Only (Not Sole Proprietorships or General Partnerships)

You need to designate a Registered Agent.

A Registered Agent (a.k.a. Registered Representative or Statutory Representative) is a person or business authorized by the company to accept service of process on behalf of the company.

Business owners can serve as the registered agent for their company. Any trusted individual located in NJ can serve. A business that represents another company as its registered agent (as a paid service) must be on file with the Division of Revenue and be in good standing in the state.

Getting Started- The Next Steps

Look up your NAICS Code www.census.gov/naics

The *North American Industry Classification System* – NAICS

A NAICS code is an international 6-digit code used to collect statistical information for analysis and publication by government agencies.

Use the search tool to find the code that best describes your business

NAICS Code: **624410 Child care services in provider's own home**

You Are Ready to Form a Legal Entity- This is "Step 1" in a 2-Step Process

Complete the first step by follow the link on this webpage
<https://nj.gov/treasury/revenue/gettingregistered.shtml>

Certificate of Formation for a New Domestic Legal Entity or
Certificate of Authorization for a Foreign (out of state) Legal Entities

As a result of this process, you will be issued a **10-digit Entity ID number**, the second of the three important numbers you should keep in your business records.

Remember! Sole Proprietorships and General Partnerships are not considered legal entities so will skip to the next step.

You Are Ready to Register the Entity- Registering for State Tax & Employer Purposes is “Step 2” in the Process

Complete the second step by following the link on this webpage to the NJREG form <https://nj.gov/treasury/revenue/gettingregistered.shtml>

Completing the NJREG is also required for proprietorships and general partnerships

You will be issued a *Business Registration Certificate (BRC)*

*As a result of this process, you will be issued a **12-digit State Tax ID**, the third of the important numbers you should keep in your business records.*

What You Will Have When Finished

1. SS-4 Letter from the IRS with your 9-digit Employer Identification Number (EIN)
2. Certificate of Formation or Certificate of Authorization with a 10-digit Entity ID (*Legal entities only*)
3. Business Registration Certificate with a 12-digit NJ Tax ID Number consisting of your EIN with a 3-digit location code added to the end

How Long Will This Take?

How good at you a navigating a webpages?

This entire process can take as little as 45 minutes for someone experienced at navigating government websites.

If you are new to this process, give yourself 1-1½ hours.

You will be given the chance to download confirmation that you completed each step and it will be effective immediately.

However, it can take 1-2 business days for some public databases to update. Any process that depends on the public database to lookup your company will not see your company for about 48 hours.

Quick Comment on Licenses

Family child care homes (also known as family day care homes) provide care for five or fewer children below 13 years of age in the provider's private residence. Family child care providers may choose to become voluntarily registered through [Child Care Resource and Referral Centers](#) under contract with the Department of Human Services. Go to <https://www.childcarenj.gov/CCRR> to voluntarily register

To obtain a copy of the Manual of Requirements for Family Child Care Registration, click here

<https://www.nj.gov/dcf/providers/licensing/laws/FCCmanual.pdf>

Have a Business Question? We Have the Answer!

New Jersey Business Action Center

<https://www.nj.gov/state/bac/>

Business Assistance Line: 1-800-JERSEY-7

New Business Website and Live Chat

<https://www.business.nj.gov>

Donald Newman

Manager of the Office of Small Business Advocacy

Phone: 609-984-9834

Email: donald.newman@sos.nj.gov

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