



Business Development

Agenda

Employer Identification Number (EIN)

Electronic Filing Identification Number

Registering Your Business

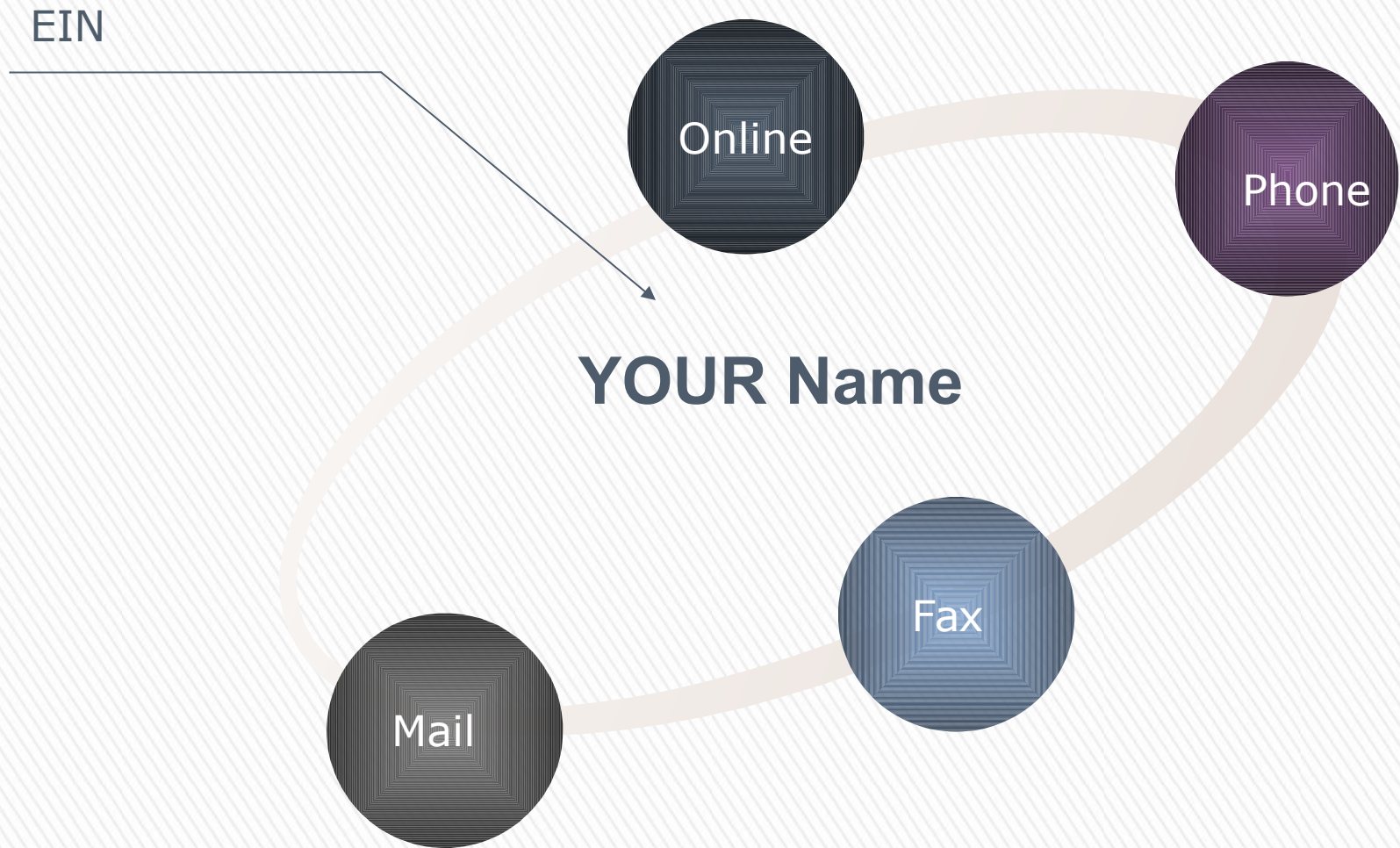
Location Formats

What do you need in for Your Tax Office?

Customer Acquisition and Retention



Employer Identification Number



Electronic Filing Identification Number

E-Services

- Personal Information
- AGI
- Username & Pass

Submit Application

- Finger Print
- Complete Form
- Mail to IRS

Suitability Check

- Credit
- Tax
- Criminal
- Confirmation



Business Registration Process

- Determine the Legal Structure of Your Business
- Register Your Business Name
- Register with Your State Revenue Agency
- Obtain Licenses and Permits



Identifying your Location Preference

- Express or Kiosk Format
- Store Fronts



Office Requirement

- Waiting chairs
- Office desk
- CPU(Windows XP, Windows 7 Mac)
- Monitor
- Visible Signage
- Office chair
- Secured file cabinet (must lock)
- B&W Copier
- Laser Printer
- Secure internet & phone service
- 1 6' x 4'w x 5'h cubical divider
- Trained staff members with experience in data-entry and office management



Office Requirement

- **Advertising & Display**
 - Poster Frames
 - Banner
 - Data Entry
 - Togo Envelopes
- **Office Supplies**
 - Papers(8.5X11.5)
 - Sticky Note Pads
 - Pens
 - Manila Folder



Office Presentation

- **Advertising & Display**
 - Poster Frames
 - Banner
 - Data Entry
 - Togo Envelopes
- **Office Supplies**
 - Papers(8.5X11.5)
 - Sticky Note Pads
 - Pens
 - Manila Folder



Office Operation

Days	Hours
Monday	9am – 7:30pm
Tuesday	9am – 7:30pm
Wednesday	9am – 7:30pm
Thursday	9am – 7:30pm
Friday	9am – 7:30pm
Saturday	9am – 7:30pm
Sunday	Optional



Office Presentation

- **Professional**
- **Neat**
- **Fully Branded**



Customer Acquisition

- **Marketing**
- **Advertising**
- **Promotion**



Customer Retention

- **Superb Customer Service**

- Consistent Professionalism
- Vocabulary
- Listening Skills
- Voice



Questions and Concerns?

Please follow the webinar training schedule.

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