

QUESTIONS ABOUT LOANS, TAXES, GOVERNMENT CONTRACTS, HUMAN RESOURCES OR PAYROLL?

Attend a *free* SBA workshop.

PAYROLL & HUMAN RESOURCES

8:30 am - 9:30 am

2nd Thursday of each month

Ready to incorporate or hire employees? Want to know more about payroll, benefits, human resources? If you've been in business for a while and need to make informed decisions this workshop is for you.

Topics covered:

- Contractor versus employee
- Keeping current on changing tax rules
- Payroll software and business owner options
- Strategies to empower yourself as an entrepreneur.

GOVERNMENT CONTRACTING

8:30 am - 9:30 am

4th Thursday of each month

Interested in gaining access to federal and private procurement markets?

Topics covered:

- Preparing small firms for procurement and other business opportunities
- Information on federal government certifications
- Management and technical assistance resources available to assist with selling to the government

WORKSHOP LOCATION

SBA Education & Training Center
Fourth and Battery Building
2401 Fourth Ave, Suite 450
Seattle, WA 98121
206-553-7310

Pre-registration is required.

E-mail: workshops@sba.gov

Phone: 206-553-2664



SMALL BUSINESS TAXES

10 am - 11 am

2nd and 4th Thursday of each month

Learn about important information regarding your tax responsibilities as a small business owner. Topics covered:

- What taxes to pay and when they are due
- How to choose the right accountant and the right accounting software
- How to document expenses and activities
- How to take care of employee and contractor payroll taxes
- The difference between city, county, state, and federal taxation
- What the tax advantages are for the sole proprietor or for business entities in general

SBA LOAN BRIEFING

Noon - 1 pm

2nd and 4th Thursday of each month

Get your questions answered and figure out what to do next! Topics covered:

- SBA Loan Guarantee Program work
- Eligibility and credit requirements
- The loan process
- What are lenders looking for?
- Financing alternatives
- Business plan or loan proposal resources

VIRTUAL LOAN BRIEFING

Noon to 1 pm—Every Thursday

How it works:

Participate from the comfort of your home or office via ReadyTalk. As a virtual attendee you can, use your phone to hear the presenter and view the Microsoft Power Point presentation on your computer. You'll be part of the live session.

Step 1: Dial-In

 U.S. and Canada: **1-866-740-1260**

 Access code: **3109402**

Step 2: Web Login

 www.readytalk.com

 Access code: **3109402**