

# 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](mailto:workshops@sba.gov)

**Phone:** 206-553-2664



Revised Nov 2011

## 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 AT&T Connect. As a virtual attendee you can, use your phone to hear the presenter and view the presentation on your computer.

**Step 1: On the computer**

 **Web Login:** <https://www.connectmeeting.att.com>

 **Meeting number:** 888-858-2144 (phone)

 **Access code:** 1789554#

 **Follow the prompts**

 **Choose WEB participant** do not select recommended client

 **Choose Audio connection: Call Me** an automated attendant will you back. You will be joined to the meeting