

## EDIC Assistance

As a primary lender to small businesses in the community, EDIC/Lynn offers a wide variety of loan programs that have been recognized by both the US Small Business Administration and other banks. EDIC/Lynn also offers the following services to anyone who wants to open a business in Lynn:

### 1. Site Searches

If you're looking to locate your business in the City, EDIC/Lynn can connect you with an extensive network of brokers, management companies and owners of industrial and commercial properties who have partnered with the agency for years. We also provide a listing of available commercial properties on our website via CoStar, **free of charge**.

### 2. Technical Assistance

At EDIC/Lynn there are a variety of resources offering hands-on counseling and information to assist you in opening your business. Service Corps of Retired Executives (SCORE) counselors with a wide range of experience are available through the Lynn Area Chamber of Commerce to meet with prospective business owners and offer **FREE** help with the development of a business plan. The SCORE office within the Chamber includes a library that contains all the information you need to develop your business plan.

## Resources:

\* **SCORE**  
583 Chestnut St  
Unit 8  
Lynn, MA 01904  
(781) 592-2900  
www.score.org

## How to obtain a UEI Number

A UEI (Unique Entity Identification) number is the **authoritative identification number provided by the U.S. government**, used to identify businesses awarded federal grants, awards and contracts.

### 1. What is a UEI number?

The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID. The DUNS Number has been removed from SAM.gov. The UEI number is FREE for all federal grant and agreements, and contract applicants through the registration process in SAM.gov.

### 2. Does my business need a UEI number?

If you wish to do business with the federal government and are interested in receiving federal funds or a sub-award, the business must have a UEI number issued via www.SAM.gov as well as a valid registration on www.SAM.gov.

### How to register

To access www.SAM.gov an entity is required to have a Login.gov account. Entities can create an account at <https://login.gov/>. To register with SAM, go to <https://sam.gov/content/home>, and click on "Register Your Entity or Get a Unique Entity ID". The chief fiscal officer, treasurer, business manager, executive director, or accountant for your organization must know your organization's Federal Tax Identification Number (TIN).

\*A SAM registration must be renewed at least every **12 months to remain valid and must remain active during the life of all active Federal awards**. It is the responsibility of the entity/organization to ensure they have an active registration in SAM.gov



Since 1977

*For more information as to how we can assist your company contact:*

James Cowdell  
Executive Director  
Economic Development &  
Industrial Corporation

Lynn City Hall—Room 405

3 City Hall Square

Lynn, MA 01901  
(781) 581-9399

www.ediclynn.org



## Registering your Business

How to register your business with the Federal Government, and Massachusetts State Government

### 1. Choose the business location

The business location determines the taxes, zoning laws, and regulations your business will be subject to. You will need to register your business, pay taxes (if property is owned by the business), and get licenses and permits in the place you choose to locate your business. Please visit the Inspectional Services Department (Room 401) for more information on licensing, permitting, and Lynn zoning ordinances.

### 2. Choose the business structure

The business structure influences everything from day-to-day operations, to taxes, and how much of your personal assets are at risk. Choose a business structure that gives you the right balance of legal protections and benefits. Listed below are the most common business structures:

- Sole Proprietorship
- Partnerships (LP) or (LLP)
- Limited Liability Company (LLC)
- Corporation (C Corp), (S Corp), (Non-Profit)

*\*If you need help making this crucial decision, it's advisable to consult with a legal or business professional.*

### 3. Choose a business name

Choose a business name that reflects your brand identity. It should reflect the types of goods and services you offer. Once the name is decided, you need to protect it. There are four different ways to register a business name:

- Entity name protects you at a state level
- Trademark protects you at a federal level
- Doing business as (DBA) doesn't give legal protection, but it might be legally required
- Domain name protects your business web site address

## Registering your Business

How to register your business with the Federal Government, and Massachusetts State Government

### 4. Register the business with the Federal Government

Register the business to make it a distinct legal entity. Most businesses will need to obtain a federal tax ID. A federal tax ID, also known as an Employer Identification Number (EIN) - works like a personal social security number, but for your business. It allows small businesses to pay state and federal taxes, open a bank account, apply for business licenses, permits and grants. It's free to apply for an EIN and you should do it right after registering the business. For more information, visit [irs.gov](http://irs.gov).

### 5. Register the business with the State Government

File with the Secretary of the Commonwealth. First, choose how you will file (online, fax, mail, or in person) with the Secretary of the Commonwealth's Corporations Division. Next, find your business structure on the Filing by Subject page and follow the listed steps to complete your filing.

*\*If your business is responsible for collecting and paying taxes to the state, you'll need to create a MassTaxConnect account. You can pay business taxes to the Department of Revenue through MassTaxConnect.*

### Resources:

- \* [www.sba.gov/business-guide](http://www.sba.gov/business-guide)
- \* [sa.www4.irs.gov](http://sa.www4.irs.gov)
- \* [www.mass.gov/starting-your-business](http://www.mass.gov/starting-your-business)
- \* **Northeast Legal Aid**  
181 Union St.  
Lynn, MA 01901  
(978) 458-1465  
[www.northeastlegalaid.org/get-legal-help](http://www.northeastlegalaid.org/get-legal-help)

## Registering your Business

How to register your business with the City of Lynn

### 1. Visit the Inspectional Services Department

The City Zoning Ordinance identifies which types of businesses and uses are permitted by right and which require special approval in each area. Confirm with ISD that your business complies with all zoning requirements, and any permits required to run the business.

### 2. Visit the City Clerk's office for a Business Certificate

To do business in Lynn, you must have a certificate. This certificate tells the city who you are and where you are located. **If you plan on running a business out of your home**, you must obtain a home occupancy permit first, before you can apply for a business certificate.

### **What is a Home Occupation Permit and how can I apply for one?**

A home Occupation Permit is required to run a business out of your home. You obtain the permit after a city inspector inspects your house and approves your plans to run a business there. Only certain types of business may be run out of your home. Please visit the Inspectional Services Department (Room 401) to fill out an application.

### Resources:

- \* **Inspectional Services Department**  
3 City Hall Square  
Room 401  
Lynn, MA 01901  
(781) 598-4000 ext. 1802  
[isdonline@lynnma.gov](mailto:isdonline@lynnma.gov)
- \* **City Clerks Office**  
3 City Hall Square  
Room 201  
Lynn, MA 01901  
(781) 598-4000 ext. 1806