

# Contacts for Entrepreneurs

During the COVID-19 pandemic, the offices listed below may be closed to visitors, while phone and email assistance and online access may still be available. Before contacting an office, check the website to confirm in what way you may access available resources.

## Getting Started

### [Forsyth County Central Library](#)

The library provides free access to a wide variety of resources, services, programs and referrals useful to entrepreneurs, small business owners, nonprofit organizations and investors. Use your library to research and identify competitors, sales prospects, demographics, industry trends and sources of supply. Find the link to business-related electronic resources by visiting the library's [Online Resources](#) and choosing the business and investing category or by asking a librarian for help in getting started.

Information Services Department  
Forsyth County Central Library  
660 W. Fifth St.  
Winston-Salem, N.C. 27101  
336-703-3020

## Searchable Business Resources at the Library

[Forsyth County Public Library Catalog](#)

[NC Live eBook Collection](#)

[Business and Investing Online Resources Page](#)

## Business Start-Up Guides

[“Business Startup Tools and Resource Guide” from Small Business and Technology Development Center](#)

[“Starting a Business” from Small Business Administration](#)

[“Launching a N.C. Business” from Secretary of State](#)

[“Starting a Business in North Carolina” from NC.gov](#)

[“Start or Grow a Business” from Economic Development Partnership of North Carolina](#)

[“Business Planning & Financial Statements Template Gallery” from SCORE](#)

## Register Business Name / Choose Legal Structure

### [Starting a Business in North Carolina \(NC.gov\)](#)

NC.gov is the web portal to all North Carolina government agencies and offices. Their webpage contains links to North Carolina requirements regarding business registration, licensing, taxes and employers. Find detailed information and steps for naming a business, choosing a business structure and registering a business.

### [Forsyth County Register of Deeds](#)

Sole proprietorships and general partnerships operating under an assumed name must file an “Assumed Name Certificate” with the Register of Deeds office in the county or counties where the business plans to operate.

Forsyth County Register of Deeds

Forsyth County Government Center  
201 N. Chestnut St.  
Winston-Salem, N.C. 27101  
336-703-2700

### [N.C. Secretary of State](#)

Register the name of your business corporation, nonprofit corporation, limited partnership, limited liability company (LLC), limited liability partnership (LLP), and limited liability limited partnership (LLLP) with the North Carolina Secretary of State. Forms, fee schedules, a searchable database of business names and general information about legal structures are available on the website.

North Carolina Secretary of State  
2 South Salisbury St.  
Raleigh, N.C. 27601  
919-814-5400

## **Licenses, Permits, Regulations**

### [City of Winston-Salem Business Services](#)

This website from the City of Winston-Salem lists city departments helpful to businesses. Use [Starting a Business](#) for a business checklist, business license information, home business requirements and Minority and Women's Business resources available. Contact the small business liaison at 336-747-7474 for individual assistance with city departments, processes and programs.

City of Winston-Salem Business Services  
Bryce A. Stuart Municipal Building  
100 E. First St.  
Winston-Salem, N.C. 27101  
336-727-8000 (City Link/General Information)  
336-747-7474 ([Small Business Liaison](#))

### [Economic Development Partnership of North Carolina \(EDPNC\)](#)

The EDPNC website provides information on state-issued, regulatory and occupational licenses and permits, business structure information, tax information and employer requirements. There is also a link to the searchable North Carolina Business and Occupational License Database (NCBOLD). To verify the requirements for your business, contact a Business Link North Carolina (BLNC) business counselor at 800-228-8443. Access additional information on the website about [Business Relief Resources](#) related to COVID-19.

Economic Development Partnership of North Carolina  
150 Fayetteville St., Suite 1200  
Raleigh, N.C. 27601  
919-447-7777 (EDPNC office)  
800-228-8443 (Business/Privilege Licenses/BLNC Counselor)

## **Tax Information**

### [U.S. Internal Revenue Service \(IRS\) Tax Information for Businesses](#)

The IRS website includes tax information for businesses, such as starting, operating and closing a business, employment taxes, [Employer ID Numbers \(EIN\)](#) and business tax forms. Select [Coronavirus Relief and Economic Impact Payments](#) for updated tax information related to the COVID-19 pandemic.

Internal Revenue Service  
1677 Westbrook Plaza, Suite 160

Winston-Salem, N.C. 27103  
336-659-2740 (Local IRS office)  
800-829-4933 (Business Tax Information)

### **[N.C. Department of Revenue](#)**

Contact the N.C. Department of Revenue to determine the specific tax and licensing requirements for your business. The [Business Registration](#) page provides links to get started.

N.C. Department of Revenue  
450 W. Hanes Mill Rd., Suite 202  
Winston-Salem, N.C. 27105  
336-661-6800 | 877-252-3052

### **[Forsyth County Tax Administration](#)**

Obtain a Forsyth County business license and list your business personal property for tax purposes. Contact the Forsyth County Tax Administration office to determine specific requirements for your business.

Forsyth County Tax Administration  
201 N. Chestnut St.  
Winston-Salem, N.C. 27101  
336-703-2300

## **Patent, Trademark & Copyright**

### **[N.C. Secretary of State Trademarks Section](#)**

The Trademarks section provides comprehensive information on searching for trademarks and the registration process in North Carolina. The website includes a database to search for trademarks.

The Trademarks Section  
Department of the Secretary of State  
P.O. Box 29622  
Raleigh, N.C. 27626-0622  
919-814-5400

### **[U.S. Patent and Trademark Office \(USPTO\)](#)**

The website includes a wealth of information about patents and trademarks, including contact information for every step of the process.

U.S. Patent and Trademark Office  
USPTO Madison Building  
600 Dulany St.  
Alexandria, V.A. 22314  
800-786-9199

### **[U.S. Copyright Office](#)**

The website provides comprehensive information pertaining to all aspects of copyright, including copyright registration, research, law and forms. The Copyright Office publishes [Circulars](#) intended for the general public to learn about topics such as copyright basics, registering a copyright and other essential copyright information.

U.S. Copyright Office  
101 Independence Ave. S.E.  
Washington, D.C. 20559-6000  
877-476-0778 | 202-707-3000

## Business Plans

Most lending agencies require a well thought out business plan to be completed before a loan is made. The Forsyth County Public Library has a wide variety of print and electronic resources to help with the business planning process. For assistance, visit the Information Services Department on the third floor of Central Library or call 336-703-3020.

## Financial Assistance

### [City of Winston-Salem Small Business Loan Program](#)

The Business Development Division provides financial assistance for small businesses through a small business loan fund if the business is located in the Winston-Salem Neighborhood Revitalization Strategy Area (NRSA) in addition to other criteria. Check the website to determine eligibility.

City of Winston-Salem  
P.O. Box 2511  
Winston-Salem, NC 27102

Bryce A. Stuart Municipal Building  
100 E. First St.  
Winston-Salem, N.C. 27101  
336-727-8000 (City Link/General Information)  
336-747-7474 ([Small Business Liaison](#))

### [Economic Development Partnership of North Carolina \(EDPNC\) - Financing Resources](#)

Scroll down the Resources page to find a list of financing resources, including links to loans, grants, private equity initiatives and crowdfunding.

Economic Development Partnership of North Carolina  
150 Fayetteville St., Suite 1200  
Raleigh, N.C. 27601  
919-447-7777 (EDPNC office)  
800-228-8443 ([BLNC Business Counselor](#))

### **Micro-Enterprise Loan Program**

This program is intended to benefit businesses owned and operated in Forsyth County. Small loans are available to qualified businesses for start-up, materials and supplies, operating expenses and training.

301 N. Main St., Suite 2221  
Winston-Salem, N.C. 27101  
336-722-9600 | [melp@bellsouth.net](mailto:melp@bellsouth.net)

### [N.C. Department of Commerce Grants and Incentives](#)

“North Carolina’s targeted, performance-based incentive programs help companies and communities grow and thrive in our state.” The website includes links to competitive incentives, public infrastructure funds, building or site funds, technology funds, workforce grants, downtown development funds, community housing grants, film industry grants, Appalachian Regional Commission funds, tax and other cost saving programs, disaster recovery programs and county distress rankings.

N.C. Department of Commerce  
301 N. Wilmington St.  
Raleigh, N.C. 27601-1058

(919) 814-4600

### **Piedmont Triad Regional Council Business Investment Fund**

The Business Investment Fund is a “locally controlled source of capital used to finance start-ups and expanding small and medium sized businesses here in the Piedmont Triad.” It helps bridge the gap for businesses “between what the bank can lend you and the equity you can provide.”

Piedmont Triad Regional Council  
1398 Carrollton Crossing Dr.  
Kernersville, N.C. 27284  
336-904-0300 | [rgonzales@ptrc.org](mailto:rgonzales@ptrc.org)

### **Self-Help Credit Union**

Self-Help is a community development financial institution whose mission is to create ownership and economic opportunities for minorities, women, rural residents, and low-wealth families. Self-Help’s small business lending helps entrepreneurs who find it difficult or impossible to obtain more conventional financing.

Self-Help Credit Union  
301 W. Main St.  
Durham, N.C. 27701  
800-966-7353

### **Small Business Administration (SBA)**

While the SBA does not offer direct loans, it does enable its lending partners to provide financing to small businesses on reasonable terms when funding is otherwise unavailable. The SBA website provides businesses with a wealth of information on such areas as planning and growing a business, funding programs and federal contracting. Select the link at the top of any SBA page to access [Coronavirus \(COVID-19\): Small Business Guidance and Loan Resources](#), which includes information on the Paycheck Protection Program (PPP) and other funding options. The website is continually updated and reflects new laws and temporary programs available to small businesses and workers.

Small Business Administration  
N.C. District Office  
6302 Fairview Rd., Suite 300  
Charlotte, N.C. 28210  
704-344-6563 | 800-827-5722

## **Small Business Assistance**

### **ACCESS Center for Equity & Success**

The Access Center for Equity & Success helps minority and woman-owned business enterprises (MWBES) thrive equitably by providing access to resources, technical support, contract opportunities and financing.

ACCESS Center for Equity & Success  
486 Patterson Ave., Suite 241  
Winston Salem, N.C. 27101  
336-918-5409 | [hasani@accessws.org](mailto:hasani@accessws.org)

### **City of Winston-Salem Business Development Division**

The Business Development division promotes business and economic development opportunities throughout Winston-Salem by offering programs and assistance to small business owners and commercial property owners. Contact the Small Business Liaison at 336-747-7474 for individual assistance in setting up your small business and solving problems related to city and county rules and regulations.

City of Winston-Salem Business Development Division  
Bryce A. Stuart Municipal Building  
100 E. First St.  
Winston-Salem, N.C. 27101  
336-727-8000 (City Link/General Information)  
336-747-7474 (Small Business Liaison)

### **City of Winston-Salem Minority and Women's Business Enterprise (M/WBE) Program**

The M/WBE division identifies and certifies qualified minority- and women-owned business enterprises to provide goods and services to the city. The division offers workshops and seminars and provides opportunities to participate in city contracting and purchasing programs.

City of Winston-Salem Minority and Women's Business Enterprise Division  
101 N. Main St.  
City Hall - Suite 232  
Winston-Salem, N.C. 27101  
336-727-8000 (City Link/General Information)

### **Economic Development Partnership of North Carolina (EDPNC)**

Economic Development Partnership of North Carolina (EDPNC) assists with all business needs, including starting and growing a business, as well as exporting assistance. The [Business Link North Carolina \(BLNC\)](#) division assists new businesses by providing information and one-on-one phone consultations with BLNC business counselors on topics like business licensing and permitting, legal structures, tax requirements, financing resources, and hiring employees. BLNC also offers free seminars, webinars and legal forms. For additional programs and assistance related to COVID-19, select [North Carolina Business Relief Resources – COVID-19](#).

Economic Development Partnership of North Carolina  
150 Fayetteville St., Suite 1200  
Raleigh, N.C. 27601  
919-447-7777 (EDPNC office)  
800-228-8443 ([BLNC Business Counselor](#))

### **Enterprise Center**

The Enterprise Center is a business incubator and community learning center that provides affordable office space, support services, legal services, workshops, events and one-on-one mentoring to small businesses. “The [Enterprise Center Shared-Use Kitchen](#) is a fully licensed, permitted commercial facility to help support and build food entrepreneurs. The kitchen is a state-of-the-art space for lease and is the perfect place for food artisans, chefs, and bakers to prepare and create quality items for purchase.”

Enterprise Center  
1922 S. Martin Luther King, Jr. Dr.  
Winston-Salem, N.C. 27107  
336-734-6900 | [sgatkinscdc4@gmail.com](mailto:sgatkinscdc4@gmail.com)

### **Flywheel Coworking**

Flywheel is a flexible, shared coworking space for entrepreneurs that offers membership plans for different types and sizes of work spaces, as well as events and workshops for the business community.

Flywheel Coworking  
500 W. Fifth St.  
Winston-Salem, N.C. 27101  
336-715-7279

### **Greater Winston-Salem, Inc.**

“Greater Winston-Salem, Inc. works to develop a vibrant, thriving community that’s good for business growth and sustainability. Areas of focus are economic development, talent recruitment and retention, career-readiness, and advocacy. The website includes [Up-to-date information on Covid-19 for businesses and employees](#).

Greater Winston-Salem Inc.  
411 W. Fourth St., Suite 211  
Winston-Salem, N.C. 27101  
336-728-9200 | [Info@winstonsalem.com](mailto:Info@winstonsalem.com)

### **Hustle Winston-Salem**

Hustle’s mission is to “help grow the local economy by accelerating underrepresented entrepreneurs, with a focus on women, people of color, and marginalized business districts.” They also offer programs and events for the business community. For more information and to connect, visit the website’s [contact page](#) or [www.facebook.com/hustlews/](http://www.facebook.com/hustlews/).

### **MIXXER**

MIXXER is a community makerspace that offers members flexible workspace and shared resources at a lower cost. For entrepreneurs, it offers “access to a wide variety of tools for rapid prototyping and a community of knowledgeable makers.”

MIXXER  
1375 N. Martin Luther King Jr. Dr.  
Winston-Salem, N.C. 27101  
336-265-7362 | [info@wsmixxer.org](mailto:info@wsmixxer.org)

### **N.C. Office of Historically Underutilized Businesses (HUB)**

“The mission of this office is to promote the economic opportunities for historically underutilized businesses in State Government contracting and procurement that will foster their growth and profitability.” The HUB office advocates for minority, women, and disabled-owned businesses. It provides outreach, training, and networking opportunities for new and established HUB firms.

N.C. Office of Historically Underutilized Businesses  
1336 Mail Service Center  
Raleigh, N.C. 27699-1336  
984-236-0130 | [huboffice.doa@doa.nc.gov](mailto:huboffice.doa@doa.nc.gov)

### **N.C. Rural Center**

The Center’s goal is to stimulate and support the development of micro, small, and medium-sized enterprises in rural counties throughout North Carolina.

N.C. Rural Center  
4021 Cary Dr.  
Raleigh, N.C. 27610  
919-250-4314

### **SCORE (Service Corps of Retired Executives)**

SCORE is dedicated to aiding in the formation, growth, and success of small businesses nationwide and offers advice and counseling to business people and entrepreneurs. The website includes [business planning and financial statements templates](#).

SCORE  
1451 S. Elm-Eugene St, Ste. 2306

Nussbaum Center for Entrepreneurship  
Greensboro, N.C. 27406  
336-333-5399 | [scoregso@gmail.com](mailto:scoregso@gmail.com)

### **Small Business Center (SBC) of Forsyth Technical Community College**

The Small Business Center offers workshops, seminars, roundtables, clinics and one-on-one mentoring for business owners, managers, and those considering starting a business. The SBC provides space for quiet study and consultation. as well as free counseling services are available by appointment for new and existing businesses. During the COVID-19 pandemic, phone and email assistance, virtual events and remote one-on-one counseling sessions are available.

Small Business Center of Forsyth Technical Community College  
525 Vine St.  
Winston-Salem, N.C. 27101  
336-757-3810 | [sbc@forsythtech.edu](mailto:sbc@forsythtech.edu)

### **Small Business and Technology Development Center (SBTDC)**

SBTDC is a business development service of the University of North Carolina system, operated in partnership with the Small Business Administration (SBA). They provide individual business counseling, group instruction, online training, and guides on all aspects of starting and growing a business. The SBTDC website includes resources and publications on starting a business, technology commercialization, raising capital, intellectual property (patents, trademarks, and copyrights), government contracting, and exporting. The **N.C. Procurement Technical Assistance Center (PTAC)**, co-located with the SBTDC offices and administered by N.C. State University, provides “procurement technical assistance by offering no-fee and confidential counseling on selling your products and/or services to the appropriate local, state or federal government agency.”

SBTDC at Winston-Salem State University  
112B R.J. Reynolds Center  
601 S. Martin Luther King Jr. Dr.  
Winston-Salem, N.C. 27110  
800-258-0862 | 336-750-2030 | [wssu@sbtcd.org](mailto:wssu@sbtcd.org) (SBTDC office)  
919-600-6096 | 336-256-9302 | [info@nc-ptac.org](mailto:info@nc-ptac.org) (PTAC Counselor)

### **The Institute**

This statewide nonprofit organization represents the interests of underdeveloped and underutilized sectors of the state’s economic base.

The Institute  
114 W. Parrish St.  
Durham, N.C. 27701  
919-956-8889 | [info@TheInstituteNC.org](mailto:info@TheInstituteNC.org)

### **U.S. Export Assistance Center in N.C.**

The North Carolina offices, located in Greensboro, Raleigh and Charlotte, “provide export counseling and advice, information on markets abroad, international partner contacts and advocacy services.” Contact the Greensboro office at 336-333-5345 or view the [Contact Us](#) page on their website for email addresses and additional North Carolina office contact information.

### **Venture Cafe Winston-Salem**

The mission of Venture Cafe is to “broaden, connect, and support the innovation community through public spaces and programs to help anyone with an idea succeed.” During the COVID-19 pandemic, Venture Cafe Winston-Salem is completely virtual, offering online networking opportunities and educational programming. “The founding team will transition to a new organization, called Agile City, and will launch the Venture Winston Grants, expand the reach of the ACCESS Center for Equity + Success, and offer innovation



consulting.”

Venture Cafe Winston-Salem  
Meetings at Bailey Power Plant  
486 Patterson Ave.  
Winston-Salem, N.C. 27101

### [Wake Forest University School of Law Community Law & Business Clinic](#)

The Community Law Clinic is staffed with students of the Wake Forest University Law School and School of Business. Assistance is provided free of charge to small businesses and nonprofit organizations who are accepted as clients. Decisions to accept an engagement are made in the Fall and Spring semesters, and work is performed during the academic year (August through May). The office is located on the campus of Wake Forest University in Worrell Professional Center, Suite 2302.

Community Law & Business Clinic  
P.O. Box 7206  
Winston-Salem, N.C. 27109  
336-758-4950 | [clbc@wfu.edu](mailto:clbc@wfu.edu)

### [Winston Starts](#)

Winston Starts is a business incubator/accelerator to help companies start and grow. They provide space, legal resources, networking, classes, coaching and mentor programs for the entrepreneur. As a nonprofit organization, they are able to offer resources “at an extremely affordable rate.” Resources include high-tech meeting and video conferencing spaces, private phone rooms and coworking space.

Winston Starts  
500 W. Fifth Street  
Fourth Floor  
Winston-Salem, N.C. 27101  
336-546-5159



**Forsyth County  
Public Library**

[ForsythLibrary.org](http://ForsythLibrary.org)

**Information Services Department  
Forsyth County Central Library  
660 W. Fifth St.  
Winston-Salem, N.C. 27101  
336-703-3020  
[www.forsythlibrary.org](http://www.forsythlibrary.org)**

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