



Small Business Development Center Presents:



Business Taxes & Record Keeping

Date/Time: October 22, 2008 5:00 p.m. – 7:00 p.m.
Location: Jamestown Community College Olean Campus in LLAC Room 308
Cost: \$10.00

Basic IRS Requirements

- This workshop introduces business basics you need to comply with regulations of the Internal Revenue Service, New York State Payroll and Sales tax. Topics include: types of business organizations, record keeping, business income tax, federal and state tax forms, and filing dates.

Understanding Cash Flow

- The small business owner must manage their cash flow in order to stay successful in their business and to keep the business solvent. This workshop is designed to show the small business owner how to best manage cash flow. Also information will be provided on the recordkeeping necessary to comply with payroll, sales tax, and federal and state income taxes.



Please join us and learn ways to effectively and successfully manage your business

Mail-In Registration Form: - OR- **Register by Phone:** ☎ **Olean (716) 376-7037 or (716) 376-7506**
☎ **Jamestown (716) 338-1024 or 338-1005**

To: Small Business Development Center at Jamestown Community College P.O. Box 20 Jamestown, NY 14702-0020
(Make check payable to Jamestown Community College)

name	telephone number
address	SS # OR Date of Birth
city, state, zip	CRN # 4837
credit card #	cost
3-digit security code	expiration date (required)
cardholder's signature	