



SOUTH CAROLINA CERTIFIED DOCUMENT SERVICES
 10120 TWO NOTCH RD
 SUITE 187
 COLUMBIA, SC 29223
TIME SENSITIVE INFORMATION

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www.SCPayNow.org
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 (803) 904 - 3769 / Mon-Fri / 9a-5p ET

New Business Document Notice

Congratulations on registering your new business with the State of S.C. Your Articles have been filed with the Secretary of State and are complete. As a new business, it is important to have all your documents in order. **YOU MAY STILL HAVE SOME ITEMS PENDING!** Please read below about important documents which may be required. You have the option to obtain all documents for a discounted price of \$399.89. If you have already acquired one or more of these documents before receiving this letter, you also have the option to individually purchase only the one(s) you are missing for the pricings listed below:

	<u>\$89.95 - Certificate of Status</u>	<u>\$124.95 - Labor Law Poster</u>	<u>\$199.95 - EIN</u>
What is it? →	This is a Certificate which certifies that your company is in existence, authorized to transact business in the state of SC, and complies with all state requirements.	This poster is a state and federal mandated employment law notice that informs employees of their rights under the NLRA (National Labor Relations Act).	Employer Identification Number, also called a Federal Tax ID , is a 9 digit number associated with your business and is issued by the IRS when you register.
Why do I need it? →	It may be required for loans, to renew business licenses, to open your business bank account, or for tax and other business purposes. It shows that your company may legally conduct business in the state.	It is <u>required by Federal Law 29 USC Sec. 666 (I) & 29 Sec. 2005</u> to be posted in a visible location of the workplace for businesses with at least 1 employee. Penalties can lead to fines in excess of \$7,000 per instance or even lawsuits .	All businesses are required to register with the federal government and obtain an EIN. An EIN is also required to hire employees, open a business bank account, file taxes, apply for business loans / lines of credit, and other business purposes.

TO PAY BY CARD: →

For faster service and turnaround time, make payments by visiting our website at

www.SCPayNow.org

TO PAY BY CHECK: →

Fill out your phone number and email below and return this notice with a money order for the correct amount to:

South Carolina Certified Document Services
 10120 Two Notch Rd #187
 Columbia, SC 29223

Phone: _____ Email: _____

IMPORTANT! PLEASE NOTE:

EIN CAN ONLY BE ORDERED ONLINE, PLEASE DO NOT SEND EIN PAYMENTS IN THE MAIL.
 Orders for EINs paid by check may be delayed several weeks.