

# Mercy Corps Northwest Business Resource Pack



# *Small Business Education & Mentoring*

# Business Resource Offerings at

## ***Southern Washington residents & businesses***

### **Free One-on-One Technical Assistance**

For those living or doing business in Southern Washington, receive one-on-one technical assistance through 2023 by filling out the brief form located [here](#).

## ***Portland-based businesses***

### **Free Advising Appointments**

For businesses based in Portland and offered through the [Portland Small Business Hub](#), book directly with Mercy Corps Northwest Community Navigators: [Cinthya for English or Spanish](#) and [Greg for English](#)

**For additional free offerings through 2023** register directly on our website: <https://nw.mercycorps.org/events>



# PARTNER RESOURCES: *Online Classes*

Small Business Administration free self-paced courses on the [Ascent online platform](#)



## **Journey 1: Disaster & Economic Recovery**

Prepare for a disaster by understanding the potential impacts and forming a plan for your business.



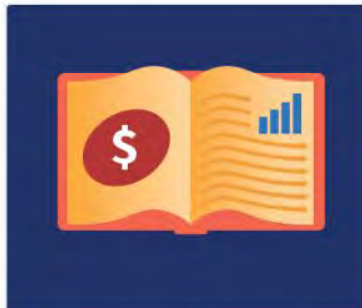
## **Journey 2: Strategic Marketing**

Explore specific planning techniques, strategies and tactics to make your business stand out in a sea of competition.



## **Journey 3: Your People**

Recruit, hire, and retain the right people with these smart strategies.



## **Journey 4: Your Business Financial Strategy**

Sharpen your financial skills with data-driven decisions and projections using these tools.



## **Journey 5: Access to Capital**

Understand how to secure the appropriate funding for your business, including forms of debt and equity.



## **Journey 6: Government Contracting**

Identify government contracting opportunities suited to your business and prepare to pursue those opportunities.

# PARTNER RESOURCES: *Online Classes*

Small Business Administration free self-paced courses on the [Ascent online platform](#)



## **Journey 7: Partnerships**

Seek out, create and maintain partnerships that drive business growth.



## **Journey 8: Entrepreneurial Leadership**

Position your business for growth by building and refining your leadership skills.



## **Journey 9: Managing Sales**

Outline strategies to build and strengthen your sales process and sales team.



## **Journey 10: Growing Globally**

Discover the potential ways of taking your business global and plan your path for expanding into international markets.



## **Journey 11: Opportunity and Innovation**

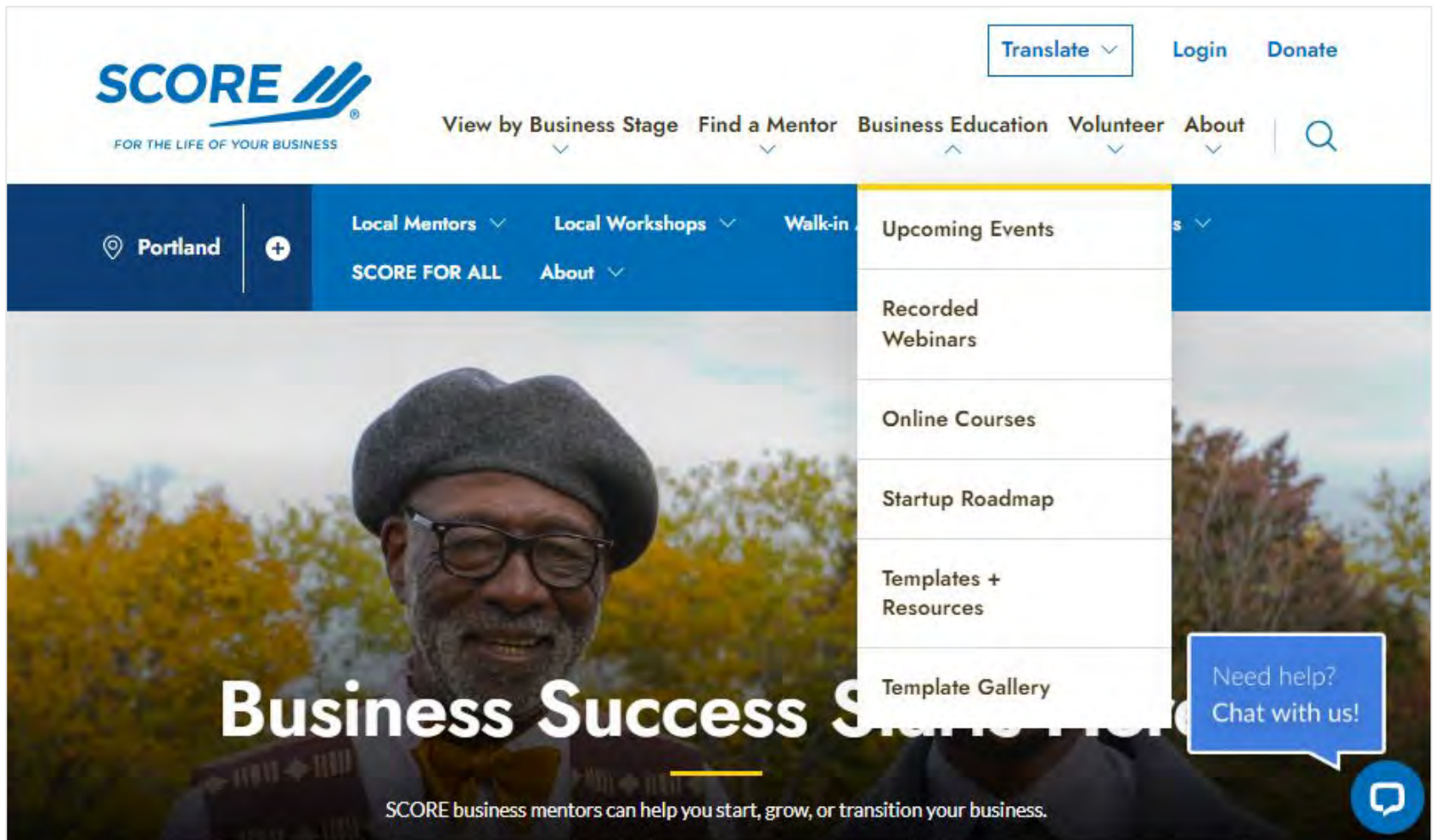
Identify and capitalize on new growth opportunities, and drive innovation that aligns with customer needs.



## **Journey 12: Opportunity Assessment**

Learn strategies to evaluate new opportunities for business growth from a wide-angle lens.

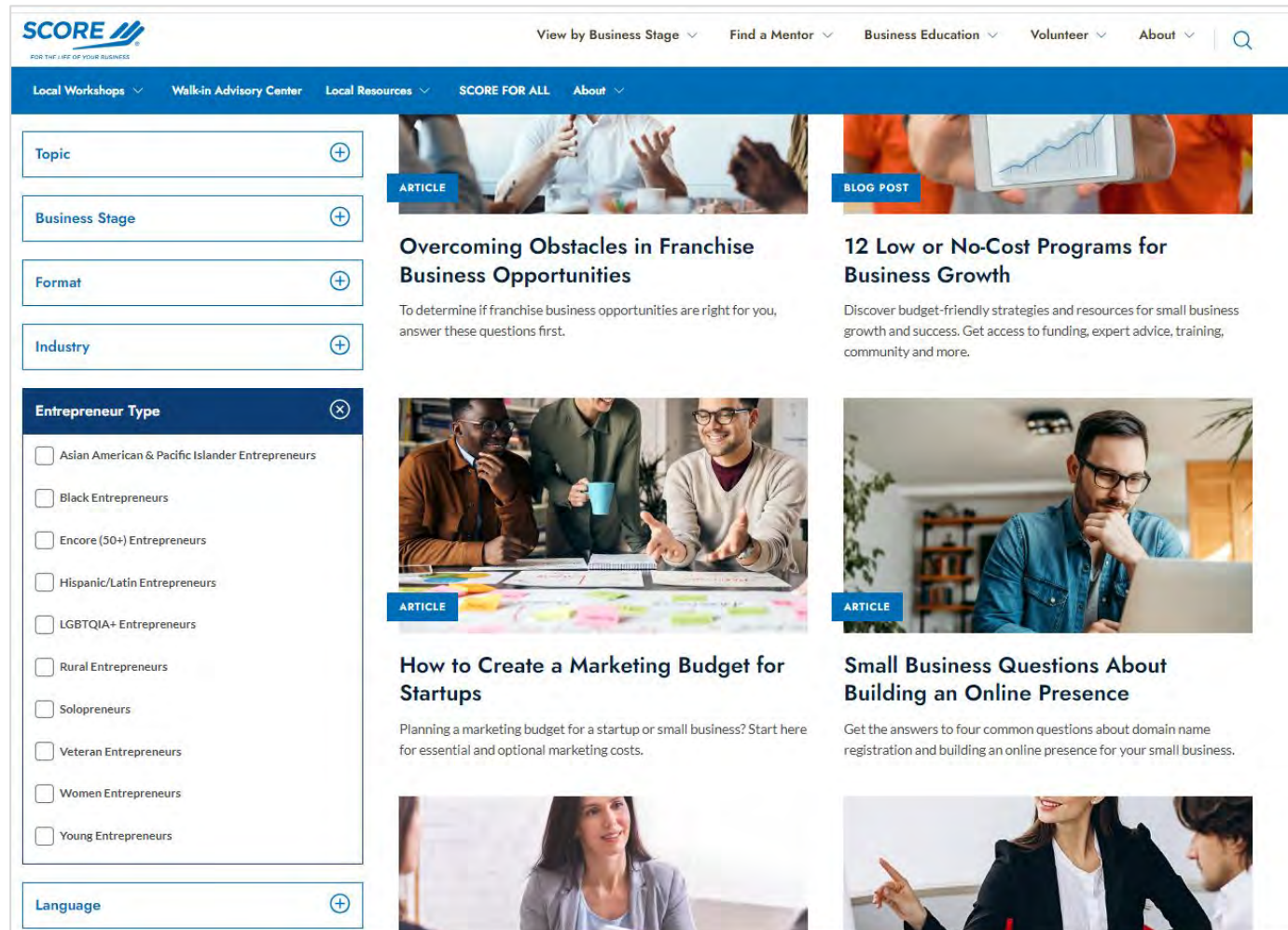
# PARTNER RESOURCES: SCORE.org



SCORE [www.score.org](http://www.score.org)




# PARTNER RESOURCES: SCORE.org



The screenshot displays the SCORE.org homepage. At the top, the SCORE logo is on the left, and navigation links for 'View by Business Stage', 'Find a Mentor', 'Business Education', 'Volunteer', and 'About' are on the right. Below this is a blue header bar with 'Local Workshops', 'Walk-in Advisory Center', 'Local Resources', 'SCORE FOR ALL', and 'About'. The left sidebar contains filters for 'Topic', 'Business Stage', 'Format', 'Industry', 'Entrepreneur Type' (with checkboxes for various groups like Asian American & Pacific Islander, Black, etc.), and 'Language'. The main content area features six articles with accompanying images: 'Overcoming Obstacles in Franchise Business Opportunities', '12 Low or No-Cost Programs for Business Growth', 'How to Create a Marketing Budget for Startups', and 'Small Business Questions About Building an Online Presence'.

**SCORE** [www.score.org](http://www.score.org)

# PARTNER RESOURCES: SCORE.org



FOR THE LIFE OF YOUR BUSINESS

View by Business Stage Find a Mentor Business Education Volunteer


Portland Local Mentors Local Workshops Walk-in Advisory Center Local Resources About

## The Startup Roadmap: Your Guide to Successfully Starting a Business

### A Step-by-Step, How-To Guide for Starting a Business

The Startup Roadmap outlines each step in starting a business with information and resources on the most difficult tasks. It also contains tips for working with your mentor on each topic.

START YOUR JOURNEY




★★★★★

## STARTING YOUR BUSINESS


BROUGHT TO YOU BY  
VIRTUAL ADVISOR

### DEVELOP A BUSINESS PLAN PART 1 & 2

- Introduction
- Entrepreneurs
- Researching and Writing a Plan
- Take An Objective Look At Your Business
- Business Plan Components
- The Executive Summary
- The Products and Services
- The Market
- The Marketing Strategy
- Part 2: Introduction
- The Competition
- Operations
- The Management Team



## Researching And Writing A Plan



FOR THE LIFE OF YOUR BUSINESS

View by Business Stage Find a Mentor Business Education Volunteer About

Enter keyword or term...

By Location

- ☒ Nationwide
- ☐ Any location
- ☐ Portland


Topic

- ☐ Accounting & Finance
- ☐ Business Plan
- ☐ Business Plan/Startup Assistance
- ☐ Customer Service
- ☐ Cybersecurity
- ☐ Digital Marketing
- ☐ Disaster Prep & Recovery

1433 Results

ACTIVE FILTERS: Nationwide


Displaying 1 - 12 of 1433



ARTICLE

### 13 AANHPI Resources for Entrepreneurs



Asian-owned businesses are big contributors to the U.S. economy. They make up the largest share of minority-owned employer businesses in the U.S., employing 5.2 million people and...



ARTICLE

### Cybersecurity for SMBs

From the democratization of artificial intelligence (AI) to large-scale data leaks, there was no shortage of news in the worlds of technology and cybersecurity throughout the first quarter of 2023. Read on for...



SCORE [www.score.org](https://www.score.org)

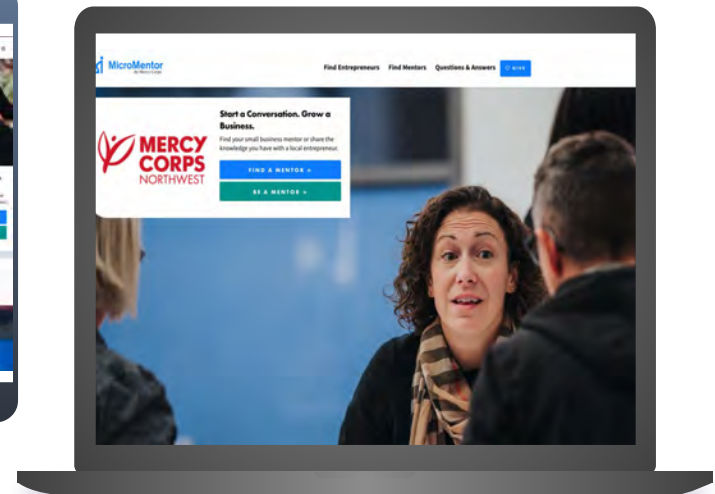
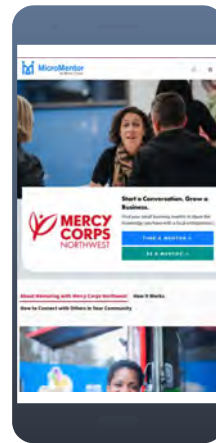


# Long Term Mentoring at Mercy Corps

Our business mentorship program provides a place for entrepreneurs and volunteer business mentors to create profiles describing their strengths and interests. Entrepreneurs and mentors read each others profiles then reach out through our messaging platform to start a conversation.

Free online matching service  
to help you find a mentor!

[www.micromentor.org](http://www.micromentor.org)

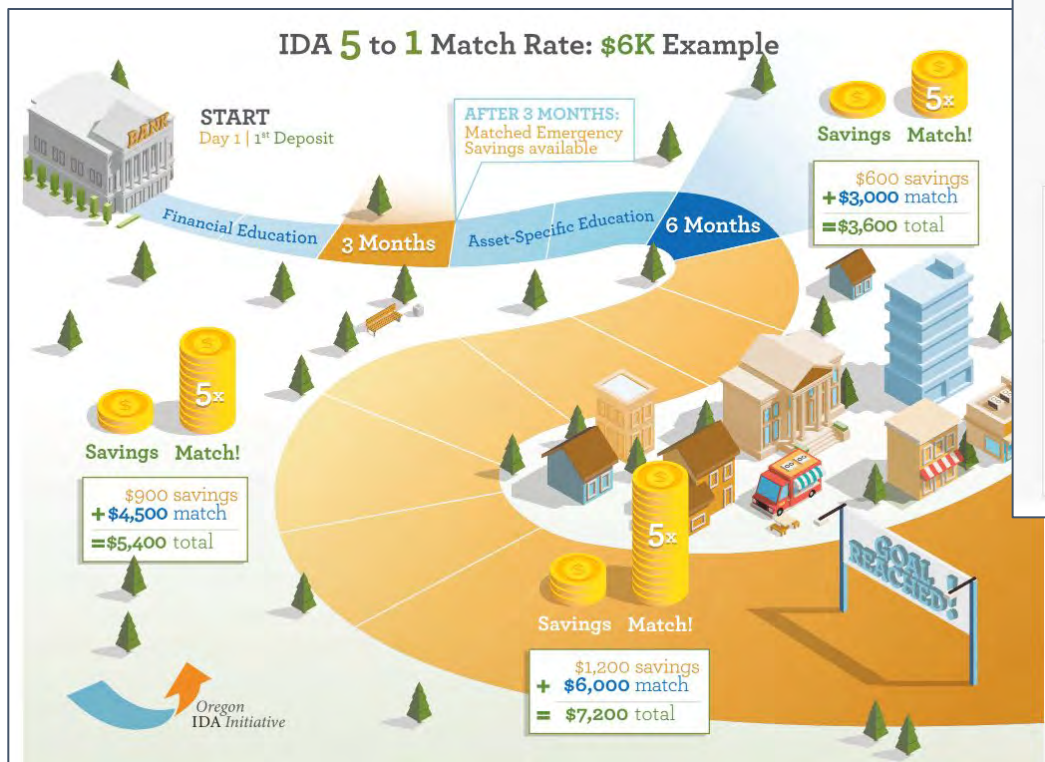


MicroMentor is the world's largest community of entrepreneurs and volunteer business mentors.



# *Small Business Grants*

# Oregon IDA Grants



## What's your savings goal?

IDAs are a resource for qualifying Oregonians to leverage the power of their own savings in support self-determined financial goals. Click on the options below to see which Providers offer IDAs for these financial goals.



Adaptive  
Technology



Business



Education



Home  
Purchase



Home Repair



Vehicle

While Mercy Corps no longer offers new direct Individual Development Account awards, there are many providers that do. Visit the **Oregon IDA Initiative** page at [oregonidainitiative.org](https://oregonidainitiative.org) to explore current providers.

Washington state and beyond: <https://prosperitynow.org/map/idas>





# Grants: A Competitive Source of Funds

Explore these providers



## Prosper Portland [prosperportland.us/](https://prosperportland.us/)

- Business & community development grants in the City of Portland
- Technical assistance to support your success



## MESO [mesopdx.org/](https://mesopdx.org/)

- Grants for business and community
- Clackamas, Multnomah, and Washington counties in Oregon



## Hello Alice [helloalice.com/](https://helloalice.com/)

- Start-up and existing businesses, nationwide
- Various grants between \$5,000 - \$25,000

# Grant Applications: *What to Expect*

All grant applications are different; however, they generally provide the following information for potential applicants:

- Eligibility guidelines
- Documentation requirements
- The process to apply
- Selection process
- Timeline from application to awarding of grant and disbursement of funds

# Grant Applications: *What to Expect*

Grant applications typically require the following information:

- Company information
- Primary contact
- Proof of business registration
- Basic business financial information (sales volume, number of employees, number of years in business)
- Brief description of your business
- How you qualify to apply?
- Why are you applying for the grant? How will you use the money?

Some grant applications also require the following:

- Financial statements
- Tax returns
- Business plan including financial projections



# Grant Opportunities: SCORE.org

The screenshot displays the SCORE.org website interface. At the top, the SCORE logo is on the left, and navigation links for 'View by Business Stage', 'Find a Mentor', 'Business Education', 'Volunteer', and 'About' are on the right. Below this, a secondary navigation bar includes 'Mentors', 'Local Workshops', 'Walk-in Advisory Center', 'Local Resources', 'SCORE FOR ALL', and 'About'. The main content area shows a search for 'grants' with 117 results. On the left, a sidebar contains filters: 'By Location' (National, Any location, Portland), 'Topic', 'Business Stage', 'Format', 'Industry', 'Entrepreneur Type', and 'Language'. The main results area shows two items: 'Nav's Small Business Grant' (labeled 'COVID RESOURCE') and 'How to Get a Small Business Grant' (labeled 'BLOG POST'). Each item includes a representative image and a brief description.

SCORE.org

FOR THE LIFE OF YOUR BUSINESS

View by Business Stage ▾ Find a Mentor ▾ Business Education ▾ Volunteer ▾ About ▾

Mentors ▾ Local Workshops ▾ Walk-in Advisory Center Local Resources ▾ SCORE FOR ALL About ▾

grants

117 Results [RESET ALL FILTERS](#)

**By Location** (x)

☒ National  
☐ Any location  
☐ Portland

**Topic** (+)

**Business Stage** (+)

**Format** (+)

**Industry** (+)

**Entrepreneur Type** (+)

**Language** (+)

**ACTIVE FILTERS:** Keywords: grants (x) National

Displaying 1 - 12 of 117

**COVID RESOURCE**

**Nav's Small Business Grant**

Quarterly small business grants. \$10,000 to take your business to the next level.

**BLOG POST**

**How to Get a Small Business Grant**

Whether you're looking for a grant to start your small business or to continue to grow; Nav breaks down finding and applying for grants.

**COVID RESOURCE**

**BLOG POST**

[SCORE.org grants resources](#)

Periodically check your city, county, and state economic development websites!

# Grant Applications: *Learn the Essentials*

## Grant Writing Classes

*Length:* 3 hours, *Price:* \$95

To see available dates/times, use the “Choose a Session” drop down box below.

This comprehensive class will teach you the essentials of researching and applying for grants. The class consists of five sections:

### 1. Evaluating your Needs

In order to identify grant opportunities that are appropriate for you or your organization, you must first evaluate the nature of your funding needs so that you can match those needs to potential grant opportunities. This section consists of a self-evaluation exercise designed to identify any issues that can effect your eligibility and success in applying for grant funding.

### 2. General Fundraising

Grant writing is a form of fundraising and must be understood in the context of fundraising as a whole. This section provides an overview of best practices in all the major types of fundraising including grants.

### 3. Finding Grants

There are two fundamental types of grants: government and private. Government grants are awarded at the federal, state and local levels. Private grants are awarded by corporate foundations, family foundations, charitable foundations and endowments, among others. This section explores all the major databases that can be used to find both government and private grant opportunities.

### 4. Grant Applications & Proposals

Applying for a grant is often called “grant writing” because grant applications generally require the writing of a grant proposal. This section details the different parts of a typical grant application and the best practices in writing each section of a grant proposal.

### 5. Grant Management & Follow-up Steps

This section covers two items: what to do if your grant application is successful and what to do if your grant application is unsuccessful. If awarded a grant, you may be required to meet certain reporting requirements – procedures that grant recipients must follow to ensure that the grant money is used correctly. If you are not awarded a grant, there are certain follow-up steps that can help make your next try more successful.

Participants will receive a certificate of completion. Course materials include a list of all the major grant databases, a preparation checklist, a glossary of terms, and samples of applications, proposals, query letters, timelines and budgets.



<https://grant-foundation.org/grant-writing-class/>

# *Small Business Loans*



# Loans

Explore these providers



## Craft3 [craft3.org/](https://craft3.org/)

- A Community Development Financial Institution (mission-based)
- Capital for businesses, homeowners, nonprofits, and communities



## Business Impact NW [businessimpactnw.org/](https://businessimpactnw.org/)

- Funding for women, veterans, BIPOC, immigrants, and entrepreneurs with disabilities
- Loan readiness coaching



## U.S. SBA [sba.gov/funding-programs](https://sba.gov/funding-programs)


- 7(a) Loan
  - most popular and flexible
- 504 Loans
  - for fixed asset purchases
- Microloans
  - up to \$50,000

*Note: the SBA is a guarantor, not a direct lender*

**Looking for a loan available to ITIN-holders?**  
**Check with [Craft3](#), [Rivermark Credit Union](#), or [MESO](#).**

# *Additional Resources*

# General Resources: SCORE.org



Translate Login Donate


View by Business Stage Find a Mentor Business Education Volunteer About

SCORE FOR ALL About

## Resources for Businesses in Oregon

August 16, 2023

<https://www.score.org/portlandor/resource/video/resources-businesses-oregon>



We've organized a selection of links that are useful for entrepreneurs who are planning, starting, or operating a small business.

### Business Knowledge

[Business Podcasts](#)  
[Sales, Planning & Financial Templates](#)

### Market Research

**Hoover's**  
Hoover's delivers comprehensive company, industry, and marketing intelligence. You can view industry directories and search for information on specific companies. The site has information on key decision-makers in companies. It also provides information on your best prospects and allows you to build lists based on geography.

**Dex**  
The site provides yellow pages information for the Qwest service area. You can enter a business category and location and receive all of the listings for the search criteria. The information would be helpful in identifying your local competitors.

**Retail Statistical Information**  
This site is a handy reference guide for finding retail statistics, sales, and research data quickly.

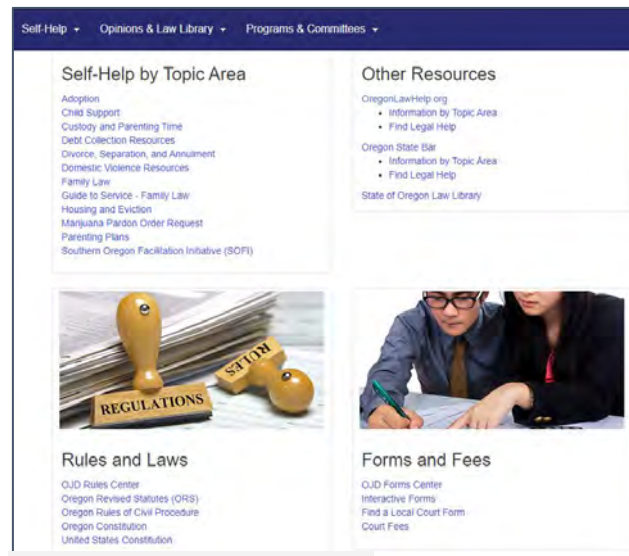
**City of Portland Public Data**  
[Portland Maps.com - Portland Public Data](#) is an easy-to-use database for obtaining City of Portland

Includes Washington resources, too!

# Legal resources for Oregon



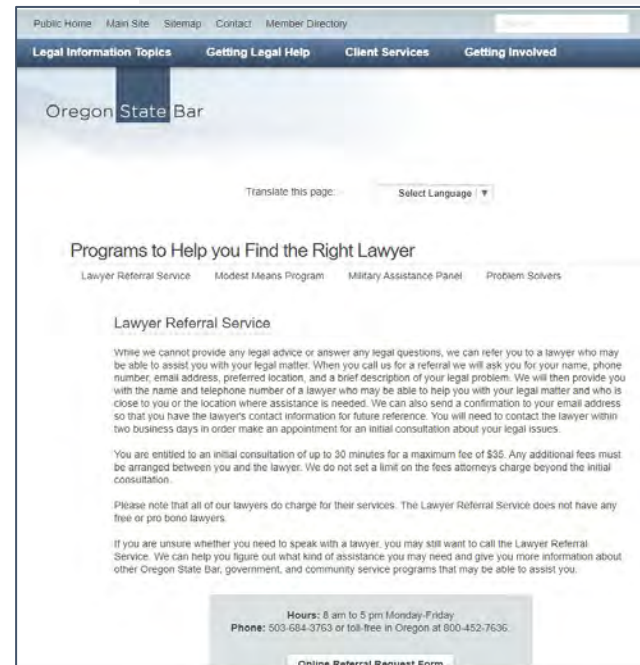
<https://oregonlawhelp.org/>



[www.courts.oregon.gov](http://www.courts.oregon.gov)



Legal Aid Services of Oregon: <https://lasoregon.org/>



<https://www.osbar.org/public/ris>





# Legal resources for Washington

## Free legal advice

Contact the **Coordinated Legal Education, Advice, and Referral** - CLEAR. CLEAR is Northwest Justice Project's toll-free telephone service for eligible low-income people to obtain free legal assistance with civil legal problems.

Call toll-free at 1-888-201-1014 - if you are under 60 and low-income. King County residents should call 206-464-1519 for information and referral.

If you are over 60 at any income level call CLEAR toll-free at 1-888-387-7111.

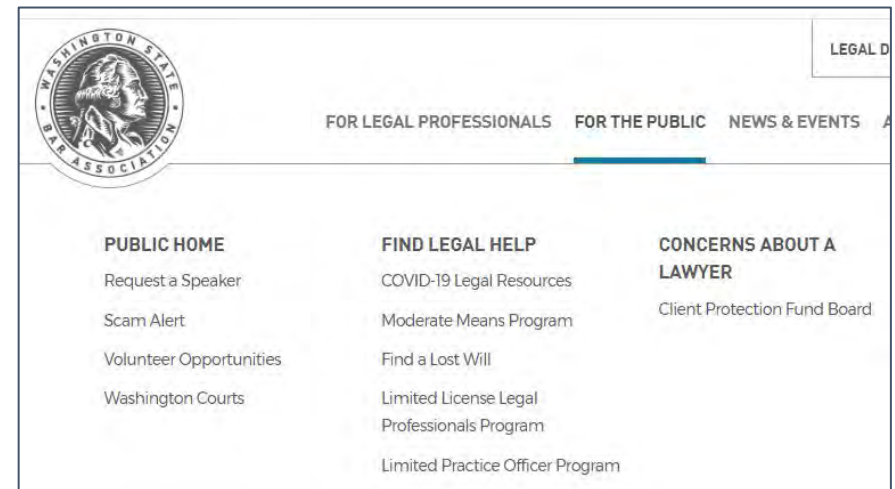
## Washington free legal advice:

<https://www.dshs.wa.gov/altsa/kinship-care/legal-issues#:~:text=Contact%20the%20Coordinated%20Legal%20Education.under%2060%20and%20low%2Dincome>



## Washington Legal Aid Directory:

<https://www.washingtonlawhelp.org/find-legal-help/directory>



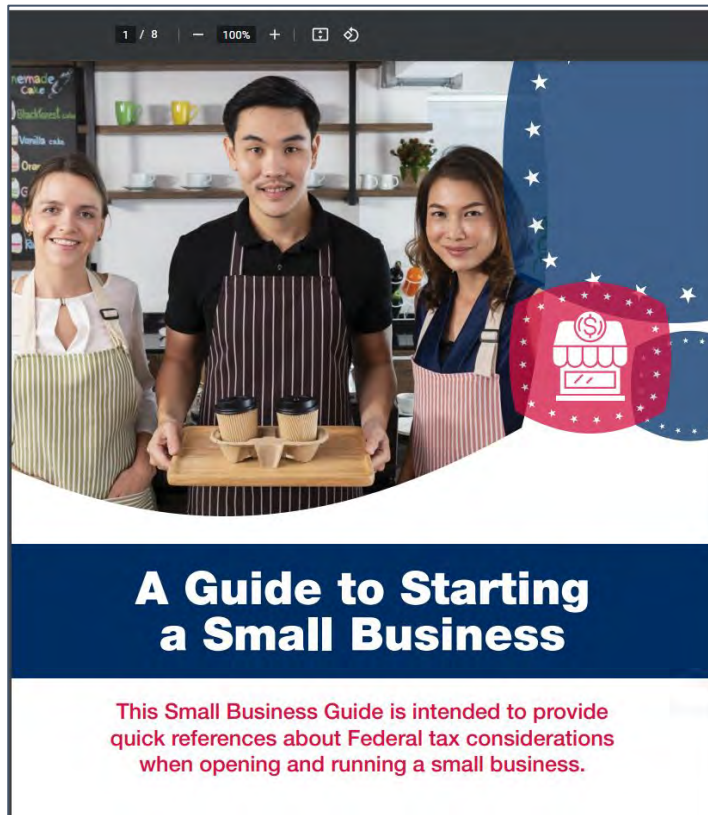
## Washington State Bar Association:

<https://www.wsba.org/>



# IRS-specific information

- Where to Start: *the official site of the US government*, <https://www.irs.gov/>



## A Guide to Starting a Small Business

English: <https://www.irs.gov/pub/irs-pdf/p5557.pdf>

Spanish: <https://www.irs.gov/pub/irs-pdf/p5557sp.pdf>

# IRS-specific information

Small Business and Self-employed Tax Center:

<https://www.irs.gov/businesses/small-businesses-self-employed>




With a section organized by specific industry & profession:

<https://www.irs.gov/businesses/small-businesses-self-employed/industries-professions-and-business-tax-centers#industries>



# IRS-specific information



Help | News | English | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Search

[Home](#) / [File](#) / [Businesses and Self-Employed](#) / [Small Business and Self-Employed](#) / [Business Taxes](#)

## Business Taxes

English | [Español](#) | [中文\(简体\)](#) | [中文\(繁體\)](#) | [한국어](#) | [Русский](#) | [Tiếng Việt](#) | [Kreyòl ayisyen](#)

### Individuals

- Businesses and Self-Employed**
  - Small Business and Self-Employed
    - Employer ID Numbers
    - Business Taxes**
    - Employment Taxes
    - Estimated Taxes
    - Self-Employment Tax (Social Security and Medicare Taxes)
    - Excise Taxes
    - Electronic Filing Options
    - Forms and Instructions
    - Reporting Information
    - Returns

The form of business you operate determines what taxes you must pay and how you pay them. The following are the five general types of business taxes.

- [Income Tax](#)
- [Estimated Taxes](#)
- [Self-Employment Tax](#)
- [Employment Taxes](#)
- [Excise Tax](#)

### Income Tax

All businesses except partnerships must file an annual income tax return. Partnerships file an information return. The form you use depends on how your business is organized. Refer to [Business Structures](#) to find out which returns you must file based on the business entity established.

The federal income tax is a pay-as-you-go tax. You must pay the tax as you earn or receive income during the year. An employee usually has income tax withheld from his or her pay. If you do not pay your tax through withholding, or do not pay enough tax that way, you might have to pay estimated tax. If you are not required to make estimated tax payments, you may pay any tax due when you file your return. For additional information refer to [Publication 583](#).

### Estimated tax

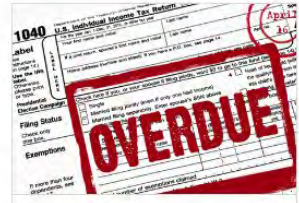
Generally, you must pay taxes on income, including self-employment tax

### Related Topics

- [Business Structures](#)
- [Online Tax Calendar](#)
- [Starting a Business](#)
- [E-file Employment Tax Forms](#)

### Publications

- [Publication 583, Starting a Business and Keeping Records](#)



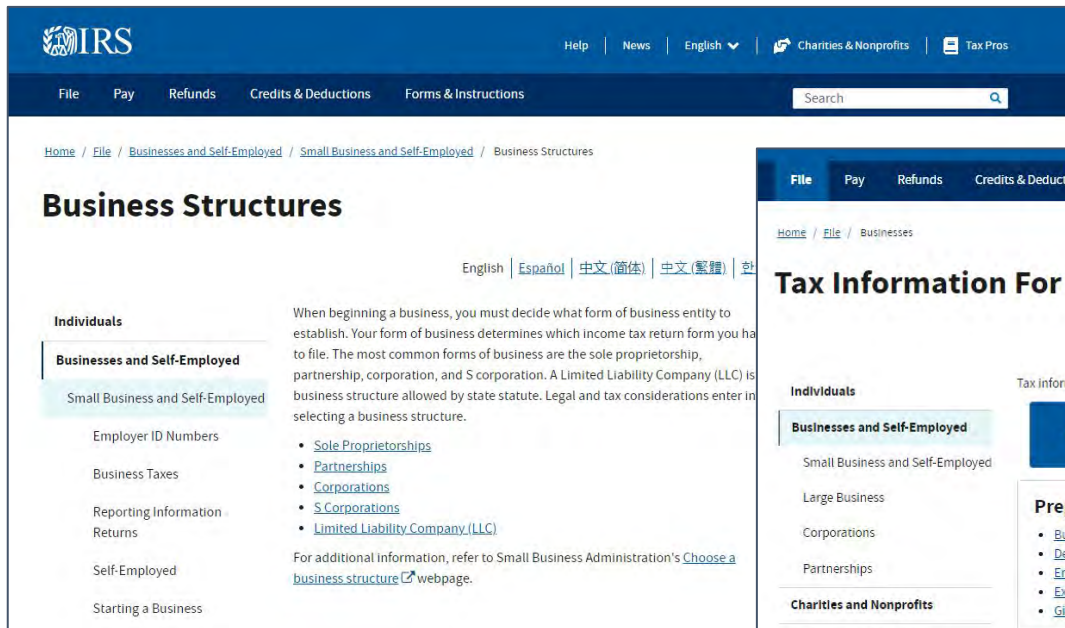
Tax Return Overdue?

Business taxes and tax returns:

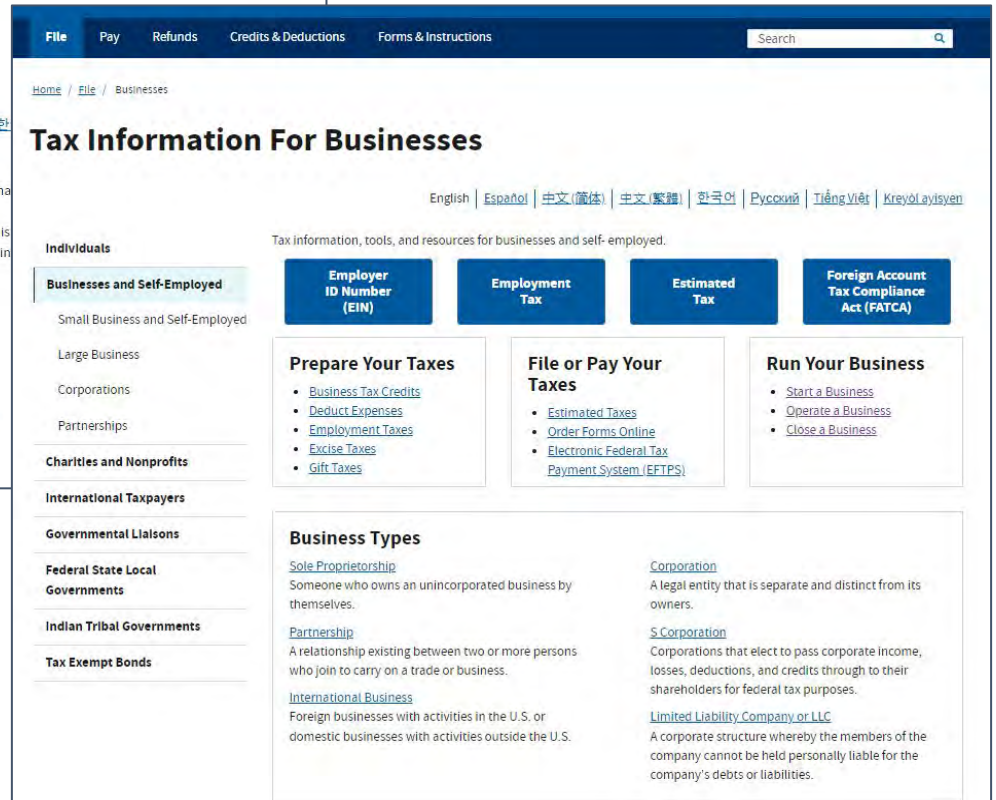
<https://www.irs.gov/businesses/small-businesses-self-employed/business-taxes>



# IRS-specific information



The screenshot shows the IRS website's 'Business Structures' page. The header includes the IRS logo, navigation links (File, Pay, Refunds, Credits & Deductions, Forms & Instructions), and a search bar. The breadcrumb trail reads: Home / File / Businesses and Self-Employed / Small Business and Self-Employed / Business Structures. The main heading is 'Business Structures'. Below it, there are language options (English, Español, 中文(简体), 中文(繁體), 한국어). A sidebar on the left lists categories: Individuals, Businesses and Self-Employed (selected), and Small Business and Self-Employed. Under 'Businesses and Self-Employed', there are links for Employer ID Numbers, Business Taxes, Reporting Information Returns, Self-Employed, and Starting a Business. The main content area explains that when starting a business, one must choose a form of business entity (sole proprietorship, partnership, corporation, or S corporation). It also mentions that a Limited Liability Company (LLC) is a business structure allowed by state statute. A link is provided to refer to the Small Business Administration's 'Choose a business structure' webpage.



The screenshot shows the IRS website's 'Tax Information For Businesses' page. The header includes the IRS logo, navigation links (File, Pay, Refunds, Credits & Deductions, Forms & Instructions), and a search bar. The breadcrumb trail reads: Home / File / Businesses. The main heading is 'Tax Information For Businesses'. Below it, there are language options (English, Español, 中文(简体), 中文(繁體), 한국어, Русский, Tiếng Việt, Kreyòl ayisyen). A sidebar on the left lists categories: Individuals, Businesses and Self-Employed (selected), Large Business, Corporations, Partnerships, Charities and Nonprofits, International Taxpayers, Governmental Liaisons, Federal State Local Governments, Indian Tribal Governments, and Tax Exempt Bonds. The main content area provides tax information, tools, and resources for businesses and self-employed. It features several key sections: 'Employer ID Number (EIN)', 'Employment Tax', 'Estimated Tax', and 'Foreign Account Tax Compliance Act (FATCA)'. There are also links to 'Prepare Your Taxes' (Business Tax Credits, Deduct Expenses, Employment Taxes, Excise Taxes, Gift Taxes), 'File or Pay Your Taxes' (Estimated Taxes, Order Forms Online, Electronic Federal Tax Payment System (EFTPS)), and 'Run Your Business' (Start a Business, Operate a Business, Close a Business). A 'Business Types' section defines Sole Proprietorship, Partnership, International Business, Corporation, S Corporation, and Limited Liability Company or LLC.

Explore the types of business entities:  
[Business Structures | Internal Revenue Service](#)

Tax information for businesses:  
[Businesses | Internal Revenue Service](#)



# IRS-specific information

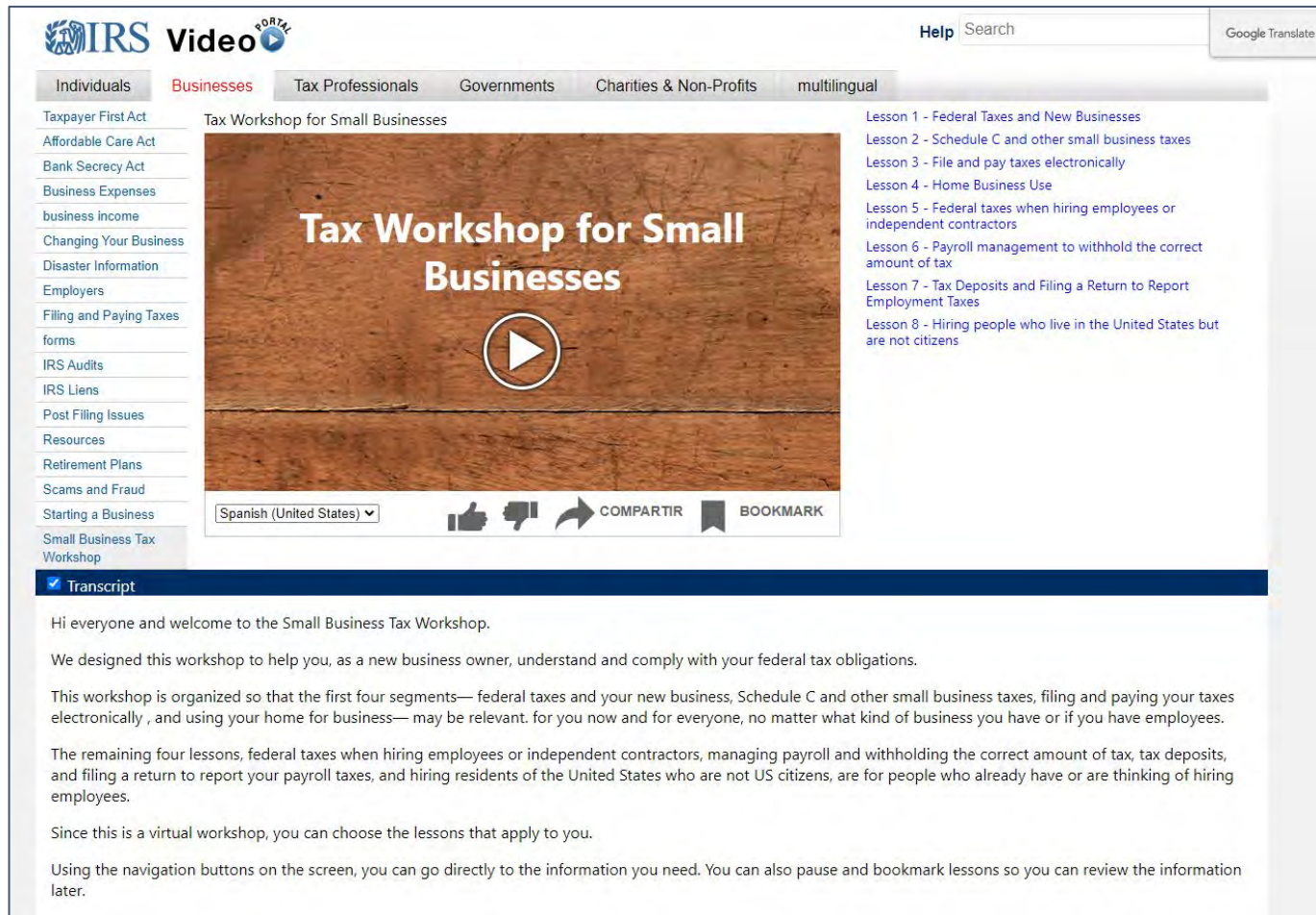
The screenshot shows the IRS website's 'Employer ID Numbers' page. The header includes the IRS logo and navigation links for Help, News, English, Charities & Nonprofits, and Tax Pros. The main navigation bar lists File, Pay, Refunds, Credits & Deductions, and Forms & Instructions. The breadcrumb trail reads: Home / File / Businesses and Self-Employed / Small Business and Self-Employed / Employer ID Numbers. The page title is 'Employer ID Numbers'. On the left, a sidebar lists categories: Individuals, Businesses and Self-Employed (selected), and Small Business and Self-Employed. Under 'Businesses and Self-Employed', 'Employer ID Numbers' is highlighted. The main content area features an 'Alert' box stating: 'You must complete each EIN application individually. Instead of using any automated process.' Below this, a paragraph explains that an Employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity. It notes that businesses need an EIN and that you can get your EIN immediately through a free service offered by the Internal Revenue Service. A list of links follows: 'Do You Need an EIN?', 'Do You Need a New EIN?', 'How to Apply for an EIN', 'How Long Will It Take to Get a Number?', 'Lost or Misplaced Your EIN?', 'How EINs are Assigned and Valid EIN Prefixes', 'Canceling an EIN - Closing Your Account', 'What to Do if You're Assigned an EIN You Did Not Request', 'Who is a Responsible Party?', and 'Report EIN Identity Theft'. On the right, there are sections for 'Related Topics' (Taxpayer Identification Number (TIN)), 'Publications' (Publication 1635, Understanding Your EIN), 'Forms' (Form 8822-B, Address or Responsible Party Change), and 'Video' (EIN Video).

All about Employer ID Numbers (EINs):  
[Employer ID Numbers | Internal Revenue Service](#)

The screenshot shows the IRS website's 'What kind of records should I keep' page. The header and navigation are identical to the previous screenshot. The breadcrumb trail reads: Home / File / Businesses and Self-Employed / Small Business and Self-Employed / What kind of records should I keep. The page title is 'What kind of records should I keep'. On the left, a sidebar lists categories: Individuals, Businesses and Self-Employed (selected), and Small Business and Self-Employed. Under 'Businesses and Self-Employed', 'What kind of records should I keep' is highlighted. The main content area begins with a paragraph explaining that you may choose any recordkeeping system suited to your business that clearly shows your income and expenses. It states that the business you are in affects the type of records you need to keep for federal tax purposes. Your recordkeeping system should include a summary of your business transactions. This summary is ordinarily made in your business books (for example, accounting journals and ledgers). Your books must show your gross income, as well as your deductions and credits. For most small businesses, the business checking account is the main source for entries in the business books. A section titled 'Supporting Business Documents' follows, explaining that purchases, sales, payroll, and other transactions will generate supporting documents. These documents include sales slips, paid bills, invoices, receipts, deposit slips, and canceled checks. These documents contain the information you need to record in your books. It is important to keep these documents because they support the entries in your books and on your tax return. You should keep them in an orderly fashion and in a safe place. For instance, organize them by year and type of income or expense. A section titled 'The following are some of the types of records you should keep:' lists 'Gross receipts' as the income you receive from your business. You should keep supporting documents that show the amounts and sources of your gross receipts. Documents for gross receipts include the following: 'Cash register tapes' and 'Deposit information (cash and credit sales)'.

Business Recordkeeping:  
<https://www.irs.gov/businesses/small-businesses-self-employed/what-kind-of-records-should-i-keep>

# IRS-specific information



**IRS Video Portal**

Help Search Google Translate

Individuals **Businesses** Tax Professionals Governments Charities & Non-Profits multilingual

Taxpayer First Act  
Affordable Care Act  
Bank Secrecy Act  
Business Expenses  
business income  
Changing Your Business  
Disaster Information  
Employers  
Filing and Paying Taxes  
forms  
IRS Audits  
IRS Liens  
Post Filing Issues  
Resources  
Retirement Plans  
Scams and Fraud  
Starting a Business  
Small Business Tax Workshop

**Tax Workshop for Small Businesses**

Lesson 1 - Federal Taxes and New Businesses  
Lesson 2 - Schedule C and other small business taxes  
Lesson 3 - File and pay taxes electronically  
Lesson 4 - Home Business Use  
Lesson 5 - Federal taxes when hiring employees or independent contractors  
Lesson 6 - Payroll management to withhold the correct amount of tax  
Lesson 7 - Tax Deposits and Filing a Return to Report Employment Taxes  
Lesson 8 - Hiring people who live in the United States but are not citizens

Spanish (United States) [thumbs up] [thumbs down] COMPARTIR BOOKMARK

**Transcript**

Hi everyone and welcome to the Small Business Tax Workshop.

We designed this workshop to help you, as a new business owner, understand and comply with your federal tax obligations.

This workshop is organized so that the first four segments— federal taxes and your new business, Schedule C and other small business taxes, filing and paying your taxes electronically , and using your home for business— may be relevant. for you now and for everyone, no matter what kind of business you have or if you have employees.

The remaining four lessons, federal taxes when hiring employees or independent contractors, managing payroll and withholding the correct amount of tax, tax deposits, and filing a return to report your payroll taxes, and hiring residents of the United States who are not US citizens, are for people who already have or are thinking of hiring employees.

Since this is a virtual workshop, you can choose the lessons that apply to you.

Using the navigation buttons on the screen, you can go directly to the information you need. You can also pause and bookmark lessons so you can review the information later.

## Free Small Business Tax Video Workshops (8 lessons)

### [Small Business Tax Workshop](#)

Captioning and transcript available in 7 languages besides English





# Tax Preparers & Accountants

The IRS may not recommend a specific accounting or tax professional, but there are several organizations that can help you find an accounting or tax professional that will fit your needs:

Oregon Society of CPAs: <https://www.orcpa.org/>

Oregon Society of Enrolled Agents: <https://orsea.org/>

Oregon Association of Tax Consultants: <https://www.oatc-oregon.org/>

Oregon Association of Independent Accountants: <https://oaia.net/>

Washington Society of CPAs: <https://app.wscpa.org/>

Washington Society of Enrolled Agents: <https://wssea.clubexpress.com/>

Washington Association of Accounting and Tax Professionals:  
<https://www.waatp.org/>


IRS Tax Topic #254: ***How to Choose a Tax Preparer***  
<https://www.irs.gov/taxtopics/tc254>

IRS Subscription Services (to sign up for newsletters):  
<https://www.irs.gov/newsroom/e-news-subscriptions>



# Bookkeeping support & training

One of the SBA's resource partners offers low-cost support and training:



**CUSTOMIZED SUPPORT**

**ONE-ON-ONE BOOKKEEPING SUPPORT**

Need customized training for an issue, project, or bookkeeping system? Meet with an Accounting Advisor for one-on-one training that meets your specific needs. Common projects include:

- Setup and training on a system other than QuickBooks Online
- Learn how to use your bookkeeping system for payroll, invoicing, or other advanced training
- File Review with support to fix issues that are found and training on how to prevent the issue from happening again

**ELIGIBILITY**

**COST**

This program costs \$1,600, but thanks to our funding partners, you may qualify for a \$1,400 subsidy, reducing your fee to just \$100.

After your assessment and/or completed GroundWork application, we will notify you if you are eligible for a subsidy, and how much your fee will be. Subsidies are available based on sponsor criteria, prioritizing BIPOC, women, some geographic areas, and more.

*IBRN Partners: Please submit a referral for your client in Stacker to receive instructions on getting your client registered with a subsidy.*

**INTRO TO BOOKKEEPING**

This one-night workshop goes over the basics of bookkeeping. If you aren't sure where to start when it comes to small business bookkeeping, this is a great first step!



**ONLINE CLASS**

**THIS WORKSHOP FOCUSES ON**

- Understanding the benefits of having well-kept books
- Using your books to make strategic business decisions
- Understanding a Profit & Loss financial statement
- A tutorial on basic bookkeeping tasks in QuickBooks Online
- Common terminology in the accounting/bookkeeping world
- How to choose a bookkeeping system or software

**REGISTER FOR AN UPCOMING CLASS**

**LIVELIHOOD NW CLIENT DISCOUNT**

Current Livelihood NW Clients enrolled in one of our **Long Term Business Support** programs are **automatically eligible** for a client discount. **Email your advisor to request a discount code BEFORE registering.**

[In-Depth Bookkeeping Support — Livelihood NW](#)

[Intro to Bookkeeping — Livelihood NW](#)

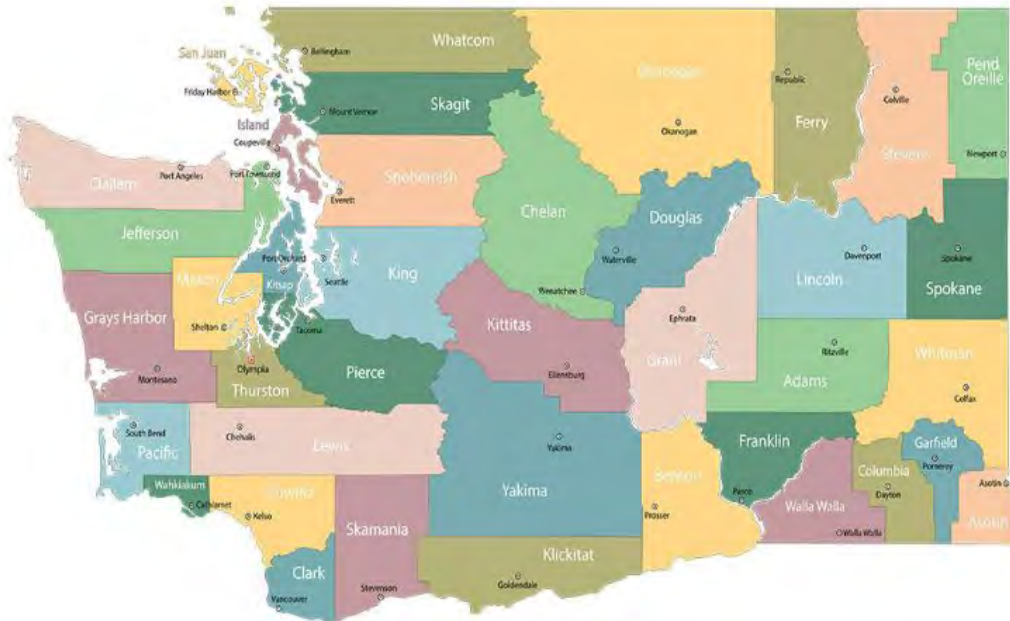
# Washington business resources



Serving Communities  Building Infrastructure

## Associate Development Organizations

Washington State is composed of 39 counties, each one represented by an Associate Economic Development (ADO) organization that furthers the county's or region's economic development goals. These ADOs are funded in part by the Department of Commerce and their performance and expertise is critical to our goal of growing the economy and building communities statewide.



## Economic Partners

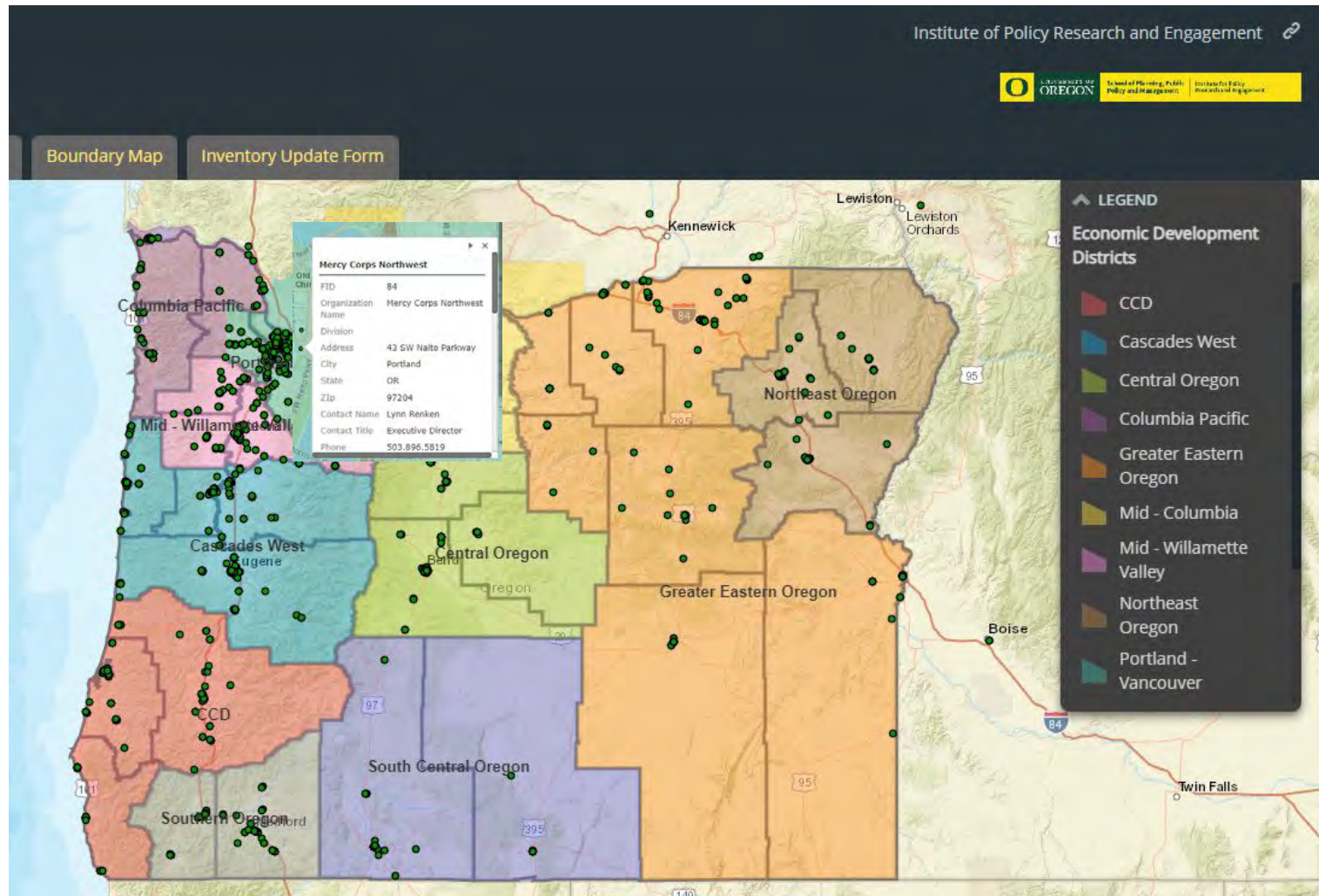
- Washington Business Hub
- Export Finance Assistance Center of Washington (EFACW)
- Centers of Excellence
- Center for Advanced Manufacturing (CAMPS)
- Ex-Im Bank
- Governor's Office for Regulatory Innovation and Assistance
- Impact Washington
- SCORE
- Small Business Administration
- Washington Small Business Development Center (SBDC)
- Trade Development Alliance
- U.S. Commercial Service
- Washington Economic Development Association
- Washington State China Relations Council
- Washington State Office of Minority & Women's Business Enterprises
- Worksource WA

## Interactive Map of Washington Economic Development Partners





# Oregon business resources



[Interactive Map of the Oregon Economic Development Ecosystem](#)





*Mercy Corps Northwest is committed to listening,  
learning, and taking action.*

Learn more at [nw.mercycorps.org/CARM](https://nw.mercycorps.org/CARM)



**Wishing you all the best  
with your endeavors!**

