REQUIREMENTS & REGULATIONS

[] **You may not** use the word “Counselor” or offer “professional counseling for a fee” unless you are licensed as a counselor by Ohio’s Counselor and Social Worker Board. **You may**, however, use the words “Advisor” or “Consultant.” If you have questions about the use of the title “Counselor,” contact the Counselor and Social Worker Board at (614) 466-0912. Information and forms are also available on-line at [http://www.cswmft.ohio.gov/](http://www.cswmft.ohio.gov/). *Remember to check local government agencies*

[] If you will make retail sales, you need a VENDOR’S LICENSE from YOUR COUNTY AUDITOR. *Remember to check local government agencies*

[] If you will sell food, herbs or beverages, contact your local health department for licensing and inspection information*Remember to check local government agencies*

[] If you will sell upholstered or stuffed items, contact the Ohio Department of Commerce’s Division of Industrial Compliance, Bedding and Upholstered Furniture Section for licensing information. They can be reached at (614) 644-2223. The Ohio Department of Commerce is on-line at [www.com.state.ohio/dico/](http://www.com.state.ohio/dico/). *Remember to check local government agencies*

[] If you will offer pay-per-call services (services reached by dialing a 900-number), you must comply with the Federal Trade Commission’s (FTC) 900-Number Rule. For more information about the FTC’s 900-Number Rule, please contact the FTC’s Cleveland Regional Office at (216) 263-3410. You can also find the FTC on-line at [www.ftc.gov](http://www.ftc.gov). *Remember to check local government agencies*

[] The Federal Communications Commission (FCC) (option 1) also regulates pay-per-call services. For more information, please contact the FCC at (888) 225-5322. The FCC is also on-line at [www.fcc.gov](http://www.fcc.gov). *Remember to check local government agencies*

[] If you will offer pay-per-call services, you will need a VENDOR’S LICENSE from the OHIO DEPARTMENT OF TAXATION. The tax is subject to the tax rate in effect in the consumer’s (caller’s) county. *Remember to check local government agencies*

[] If you have questions about sales tax, contact the OHIO DEPARTMENT OF TAXATION can be reached at (888) 405-4039 for Business Taxpayer Assistance; (800) 282-1782 for the Forms Request Line; or (888) 405-4089 for Tax Registration. Information is also on-line at [http://tax.ohio.gov](http://tax.ohio.gov).

For more help, contact your local Small Business Development Center (SBDC).

[www.ohiosbdc.ohio.gov](http://www.ohiosbdc.ohio.gov)

*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES*

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.