

Tullahoma Business Guide



A Guide to Relocation, New Business Start-ups, Loan Programs and Incentives

City of Tullahoma, Tennessee

General Business Information and Start-up Contacts

Introduction

The Tullahoma Business Guide is your guide to information on Relocation, New Business Start-ups, Loan Programs and Incentives within the City of Tullahoma. This document is the result of efforts of the Tullahoma Economic Development Steering Committee. This document provides access to the resources needed to start, expand, or relocate a business to Tullahoma, Tennessee.

Links

This document contains numerous links. An Internet connection is required to take advantage of these links. Every effort is made to insure the reliability of the external links. However, Internet sites come and go without advance notice. If you find a dead link please contact the **webmaster**.

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5. Information sources and contacts
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 - Tullahoma/Coffee County/Franklin County

City of Tullahoma General Business Information and Start-up Contacts

Frequently asked questions

- **I am starting a business in Tullahoma, what licenses do I need?**
- **How do I protect my business name in Tennessee?**
- **What are the kinds of business that I can locate on property that I recently purchased in Tullahoma?**
- **I am thinking about moving my business to the City of Tullahoma. Who should I contact?**

I am starting a business in Tullahoma, what licenses do I need?

This seemingly simple question has a complex answer. It depends on the type of business that is being started. Most retail, wholesale, manufacturing, and personal and business services will require a Coffee County and Tullahoma **business license**. The business license is a combination business license (\$20.00 annually) and Gross Receipts Tax. There are four categories of businesses and each category has several subcategories. The tax rate is established for each classification. These rates range from 1/10 of 1 percent to 3/80 of 1 percent. Detailed information about the business license and gross receipts tax can be found in the **Tennessee Department of Revenue Business Tax Guide**.

Sales and Use Tax is another certificate that may have to be obtained. The Tennessee Department of Revenue states:

“If your business will be involved in manufacturing, distributing, selling, renting, or leasing tangible personal property, or providing taxable services, you must hold a Certificate of Registration in order to conduct business in Tennessee. This requirement applies whether your business is a sole proprietorship, partnership, LLC, corporation, or any other type organization including those that are non-profit. Retailers from other states that maintain a physical location, or nexus, in Tennessee, whether temporary or permanent, must also hold a Certificate of Registration. A business having more than one location must hold a Certificate for each business location. For example: a clothing business with locations in two malls must hold a Certificate for each location. Perhaps the best method of applying for the Certificate of Registration is to visit one of the Department of Revenue offices listed in this publication. Trained personnel are available there to explain Tennessee’s tax system and answer any of your questions. You may also apply for the Certificate by mail to any of the offices listed. A Registration Form, RV-F1300501, and instructions for completion can be downloaded from our web site at www.state.tn.us/revenue.”

Source: <http://www.state.tn.us/revenue/forms/general/regbusn.pdf>

Partnerships, Limited Liability Companies, and Corporations with or without employees must have a federal **Employer Identification Number (EIN)**. The EIN is obtained by completing IRS form SS-4 and mailing to the appropriate IRS Processing Center (See the form's instructions for the address), or electronically completing form SS-4 at <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>

Sole proprietorships with employees must have an EIN. Sole proprietorships without employees may use their social security number as their taxpayer identification number.

All business entities with employees in the State of Tennessee must have a Tennessee Employer Identification number in addition to the federal EIN.
<http://www.state.tn.us/labor-wfd/Employers/forms/emphand00.pdf>

A "new" employer must complete a Report to Determine Status – Application for Employer Number. If you are liable for unemployment insurance premiums in Tennessee, you will be assigned an eight digit employer account number (i.e. 0000-000 0). Applications may be obtained by calling your **local Employer Accounts Office** or by calling toll free 1-800-344-8337 and pressing 1. If you are an out-of-state employer, call 1-615-741-2486. Make sure you specify whether you are a Regular Business, a Nonprofit Organization or a Government Employer.
Source: <http://www.state.tn.us/labor-wfd/lisques.html#UIempaccts>

Tennessee employers with five (5) or more full and part-time workers (one (1) worker if the business is construction or mining) are required to carry Worker's Compensation Insurance. In Tennessee, Worker's Compensation Insurance is obtained through a private insurance carrier. Premium rates may vary between carriers, so obtain premium quotations from several insurance agents. More information can be received on-line at:
<http://www.state.tn.us/labor-wfd/wcfaq.html#cover>
or
<http://www.state.tn.us/labor-wfd/Wcbrochu.pdf>

How do I protect my business name in Tennessee?

Corporations, Limited Liability Companies, and Limited Liability Partnerships may file for the protection of an "assumed name" with the Tennessee Secretary of State. This is usually accomplished when originally creating one of these business entities.

Tennessee has not established rules or regulations for sole proprietorships and general partnerships to use DBA (doing business as) names that are protected statewide. To gain this protection, businesses need to develop and apply for a Tennessee Trademark or Service Mark. The **Tennessee Secretary of State's office** provides a **Filing Guide** that describes the process of registering the mark.

What are the kinds of business that I can locate on property that I recently purchased in Tullahoma?

First of all, you should never buy property until after you have checked the current zoning of the property.

After a customer and competitor analysis is performed, this question becomes a zoning issue. Tullahoma has numerous zoning districts ranging from pure residential to mixed uses to commercial/business to industrial. Property owners should contact the City of Tullahoma **Planning & Codes Department** to determine the current zone for the property. A quick review of the city's **zoning ordinance** will identify the types of businesses that are permitted in the various zones. The city's **rezoning policies and procedures**, as well as a **rezoning application**, is available on-line. If the property needs to be rezoned you should contact the Tullahoma Planning & Codes Department at 1-931-455-2282.

I am thinking about moving my business to the City of Tullahoma. Whom should I contact?

Tullahoma, Tennessee is an excellent place to start, expand, or relocate a business with many resources available to assist. If you are interested in relocating an existing business or moving to Tullahoma to start a business the most frequently contacted agencies would be:

Tullahoma Area Chamber of Commerce

135 West Lincoln Street
P.O. Box 1205
Tullahoma, TN 37388
Phone: 931-455-5497
Fax: 931-455-5350
<http://www.tullahoma.org>
Email: tullahomachamber@tullahoma.org

City of Tullahoma

City Administrator
Tullahoma Municipal Building
201 West Grundy Street
Tullahoma, TN 37601
Phone: 931-455-2648
Fax: 931-455-0038
<http://www.tullahoma-tn.com>
Email: jbaltz@tullahoma-tn.com

Industrial Board of Coffee County, Inc.

1329 McArthur St., Suite 4
Manchester, TN 37355
Phone: 931-723-5120
Fax: 931-723-5121

<http://www.coffeetn.com/>
Email: ib@coffeetn.com

Tullahoma Utilities Board

901 South Jackson Street
Tullahoma, TN 37601
Phone: 931-455-4515
Fax: 931-454-2231
<http://www.tub.net>

General Business Information and Start-up Contacts

Alphabetical listing by subject

Subject	Agency
Alcoholic beverage tax	Revenue, Tennessee Department of
B2B networking	Arnold Community Council
B2B networking	Tullahoma Area Chamber of Commerce
Beer Permit	Tullahoma, City of
Building permits	Tullahoma, City of
Business consulting	Tennessee Small Business Development Center
Business counseling	Service Corps of Retired Executives (SCORE)
Business License, County	Coffee County, Tennessee
Business License, City	Franklin County, Tennessee
Child care center licensing	Tullahoma, City of
Consulting	Human Services, Tennessee Department of
Copyrights	Middle Tennessee State University
Dry cleaners	Library of Congress
Employer Identification Number (Federal)	Environment and Conservation, Tennessee Department of
Employer Identification Number (State)	Internal Revenue Service
Environmental permitting	Labor and Workforce Development, Tennessee Department of
Financing	Environment and Conservation, Tennessee Department of
Financing, fixed asset	U.S. Small Business Administration
Financing, State	South Central Tennessee Development District
Franchise and excise tax	Economic and Community Development, Tennessee Department of
Gross receipts tax	Revenue, Tennessee Department of
Incentives, state	Revenue, Tennessee Department of
Incentives – federal, state, and local	Economic and Community Development, Tennessee Department of
Incentives, regional	South Central Tennessee Development District
Incentives, local	Tennessee Valley Authority, Economic Development
Incentives, local	Tullahoma, City of
	Industrial Development Board of Coffee County

Subject**Agency****Incorporations
Itinerary services****Secretary of State, Tennessee
Economic and Community Development,
Tennessee Department of
Tulahoma Area Chamber of Commerce****Itinerary services****Middle Tennessee Industrial Development
Association****Job placement
Limited liability companies****Middle Tennessee State University
Secretary of State, Tennessee****Liquor by the drink****Alcoholic Beverage Commission,
Tennessee****Location/relocation assistance****Middle Tennessee Industrial Development
Association****Management education, workshops, and
seminars****Tennessee Small Business Development
Center****Patents****U.S. Patent and Trademark Office****Permits and licenses****Accountancy****Permits and licenses****Alarm Systems Contractors****Permits and licenses****Architectural & Engineering Examiners****Permits and licenses****Auctioneer Commission****Permits and licenses****Barber Examiners****Permits and licenses****Boxing & Racing****Permits and licenses****Collection Service****Permits and licenses****Contractors/Home Improvement****Permits and licenses****Cosmetology****Permits and licenses****Employee Leasing****Permits and licenses****Funeral Directors, Embalmers, Burial &
Cemetery Services****Permits and licenses****Geology Registration****Permits and licenses****Land Surveyors****Permits and licenses****Motor Vehicle Commission****Permits and licenses****Pharmacy****Permits and licenses****Private Investigation & Polygraph****Permits and licenses****Private Protective Services****Permits and licenses****Real Estate Appraisers****Permits and licenses****Real Estate Commission****Petroleum Taxes****Revenue, Tennessee Department of****Privilege Taxes****Revenue, Tennessee Department of****Professions and businesses, state
regulated****Commerce and Insurance, Tennessee
Department of****Publications****Secretary of State, Tennessee****Publications****U.S. Small Business Administration**

Subject

Relocation assistance

Research

Research, contract

Research, statistics, and data

Restaurant and other health inspections and permits

Sales tax registration

Securities registration

Severance taxes

Site plans

Site selection

Site selection

Site selection

Solid waste taxes

State unemployment insurance

Student interns

Student interns

Tobacco taxes

Trademark registration (federal)

Trademark registration (state)

Agency

Tulahoma Area Chamber of Commerce

University of Tennessee Space Institute

Business and Economic Research Center, MTSU

Business and Economic Research Center, MTSU

Economic and Community Development, Tennessee Department of

Motlow State Community College

South Central Tennessee Development District

Tulahoma Area Chamber of Commerce

Tennessee Small Business Development Center

U.S. Department of Commerce--Bureau of the Census

U.S. Small Business Administration

Tennessee Health Dept., Tulahoma Office

Revenue, Tennessee Department of

U.S. Securities and Exchange Commission

Revenue, Tennessee Department of

Tulahoma, City of

Economic and Community Development, Tennessee Department of

Industrial Development Board of Coffee County

Middle Tennessee Industrial Development Association

Revenue, Tennessee Department of

Labor and Workforce Development, Tennessee Department of

Middle Tennessee State University

Motlow State Community College

Revenue, Tennessee Department of

U.S. Patent and Trademark Office

Secretary of State, Tennessee

Subject**Agency****Underground storage tanks****Environment and Conservation,
Tennessee Department of****Used motor oil****Environment and Conservation,
Tennessee Department of****Used tires****Environment and Conservation,
Tennessee Department of****Wholesale and retail liquor****Alcoholic Beverage Commission,
Tennessee****Worker's Compensation Insurance****Labor and Workforce Development,
Tennessee Department of****Workforce development and education****Middle Tennessee State University****Workforce development and education****Motlow State Community College****Workforce development and job training****Labor and Workforce Development,
Tennessee Department of****Workforce development and job training****Tennessee Technology Center, Shelbyville****Zoning/rezoning****Tullahoma, City of****Zoning/rezoning****Coffee County, Tennessee****Zoning/rezoning****Franklin County, Tennessee**

Tullahoma, Tennessee

General Business Information and Start-up Contacts

Alphabetical listing by agency

Subject	Agency
Permits and licenses	Accountancy
Permits and licenses	Alarm Systems Contractors
Liquor by the drink	Alcoholic Beverage Commission
Wholesale and retail liquor	Alcoholic Beverage Commission
Permits and licenses	Architectural & Engineering Examiners
B2B networking	Arnold Community Council
Permits and licenses	Auctioneer Commission
Permits and licenses	Barber Examiners
Permits and licenses	Boxing & Racing
Research, contract	Business and Economic Research Center, MTSU
Research, statistics, and data	Business and Economic Research Center, MTSU
Business License, County	Coffee County, Tennessee
Zoning/rezoning	Coffee County, Tennessee
Permits and licenses	Collection Service
Professions and businesses, state regulated	Commerce and Insurance, Tennessee Department of
Permits and licenses	Contractors/Home Improvement
Permits and licenses	Cosmetology
Financing, state	Economic and Community Development, Tennessee Department of
Incentive packages, state	Economic and Community Development, Tennessee Department of
Itinerary services	Economic and Community Development, Tennessee Department of
Research, statistics, and data	Economic and Community Development, Tennessee Department of
Site selection	Economic and Community Development, Tennessee Department of
Permits and licenses	Employee Leasing
Dry cleaners	Environment and Conservation, Tennessee Department of
Environmental permitting	Environment and Conservation, Tennessee Department of

Subject**Agency**

Subject	Agency
Underground storage tanks	Environment and Conservation, Tennessee Department of
Used motor oil	Environment and Conservation, Tennessee Department of
Zoning/rezoning	Franklin County, Tennessee
Permits and licenses	Funeral Directors, Embalmers, Burial & Cemetery Services
Permits and licenses	Geology Registration
Restaurant and other health inspections and permits	Tennessee Health Dept., Tullahoma Office
Child care center licensing	Human Services, Tennessee Department of
Employer Identification Number (federal)	Internal Revenue Service
Incentives, local	Industrial Development Board of Coffee County
Site selection	Industrial Development Board of Coffee County
Employer Identification Number (State)	Labor and Workforce Development, Tennessee Department of
State unemployment insurance	Labor and Workforce Development, Tennessee Department of
Workforce development and job training	Labor and Workforce Development, Tennessee Department of
Worker's Compensation Insurance	Labor and Workforce Development, Tennessee Department of
Permits and licenses	Land Surveyors
Copyrights	Library of Congress
Permits and licenses	Motor Vehicle Commission
Technology issues	Northeast Tennessee Technology Council
Itinerary services	Middle Tennessee Industrial Development Association
Location/relocation assistance	Middle Tennessee Industrial Development Association
Site selection	Middle Tennessee Industrial Development Association
Consulting	Middle Tennessee State University
Job placement	Middle Tennessee State University
Research	Middle Tennessee State University
Student interns	Middle Tennessee State University
Workforce development and education	Middle Tennessee State University

Subject**Agency**

Research, statistics and data	Motlow State Community College
Student interns	Motlow State Community College
Permits and licenses	Pharmacy
Permits and licenses	Private Investigation & Polygraph
Permits and licenses	Private Protective Services
Permits and licenses	Real Estate Appraisers
Permits and licenses	Real Estate Commission
Alcoholic beverage tax	Revenue, Tennessee Department of
Franchise and excise tax	Revenue, Tennessee Department of
Gross receipts tax	Revenue, Tennessee Department of
Petroleum tax	Revenue, Tennessee Department of
Privilege tax	Revenue, Tennessee Department of
Sales tax registration	Revenue, Tennessee Department of
Severance tax	Revenue, Tennessee Department of
Solid waste tax	Revenue, Tennessee Department of
Tobacco tax	Revenue, Tennessee Department of
Incorporations	Secretary of State, Tennessee
Limited liability companies	Secretary of State, Tennessee
Publications	Secretary of State, Tennessee
Trademark registration (state)	Secretary of State, Tennessee
Business counseling	Service Corps of Retired Executives (SCORE)
Financing, fixed asset	South Central Tennessee Development District
Incentives – Federal, state, and local	South Central Tennessee Development District
Research, statistics, and data	South Central Tennessee Development District
Restaurant and health inspections & permits	Tennessee Health Dept., Tullahoma Office
Business consulting	Tennessee Small Business Development Center
Management education, workshops, and seminars	Tennessee Small Business Development Center
Research, statistics and data	Tennessee Small Business Development Center
Workforce development and job training	Tennessee Technology Center, Shelbyville
Incentives, regional	Tennessee Valley Authority, Economic Development

Subject**Agency**

B2B networking	Tulahoma Area Chamber of Commerce
Itinerary services	Tulahoma Area Chamber of Commerce
Relocation assistance	Tulahoma Area Chamber of Commerce
Research, statistics, and data	Tulahoma Area Chamber of Commerce
Incentives, local	Tulahoma, City of
Beer Permit	Tulahoma, City of
Building permits	Tulahoma, City of
Business License, City	Tulahoma, City of
Incentives, local	Tulahoma, City of
Site plans	Tulahoma, City of
Zoning/rezoning	Tulahoma, City of
Research, statistics, and data	U.S. Department of Commerce--Bureau of the Census
Patents	U.S. Patent and Trademark Office
Trademark registration (federal)	U.S. Patent and Trademark Office
Initial public offerings	U.S. Securities and Exchange Commission
Securities registration	U.S. Securities and Exchange Commission
Financing	U.S. Small Business Administration
Publications	U.S. Small Business Administration
Research, statistics, and data	U.S. Small Business Administration
Research	University of Tennessee Space Institute

Tullahoma, Tennessee

General Business Information and Start-up Contacts

Licenses and Permits:

Employer Identification Number (EIN)

Federal and State (get Federal EIN first)

Internal Revenue Service

Form SS-4

<http://www.irs.gov/formspubs/index.html>

Tennessee Department of Labor and Workforce Development

Form LB-0441

Columbia Employer Accounts Office

230 E. James Campbell Blvd.

Suite 112

Columbia, Tennessee 38401

Phone: 931-380-2507

Fax: 931-380-2586

Service Area: Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lincoln, Marshall, Maury, Moore, Perry, Wayne and Williamson.

Tennessee Secretary of State

Forms and **Filing Guides** for corporations, limited liability companies, limited partnerships, and limited liability partnerships are available at:

<http://www.state.tn.us/sos/>

Forming a new Tennessee Corporation or Limited Liability Company

Corporations or LLC organized in states other than Tennessee must register with the Secretary of State as a Foreign Corporation.

Corporations wishing to receive the “S” designation must file IRS form 2553 with the Internal Revenue Service. This is a federal tax designation, not a state designation.

Using qualified, professional legal, tax, and accounting services is highly recommended when selecting the form of business ownership.

Sales Tax Registration

The registration application, **Form RV-F1300501**, is to be used to apply for tax registration and make you aware of the major business taxes administered by the Tennessee Department of Revenue.

Tennessee Department of Revenue

1321 Murfreesboro Road
Nashville, TN 37217
Phone: 615-360-0423
Toll free: 800-342-1003

This link provides a brief description of major license and tax requirements for Tennessee businesses <http://www.state.tn.us/revenue/forms/general/regbusn.pdf>

These taxes include:

- (1) Alcoholic Beverage Taxes,
- (2) Franchise and Excise Tax,
- (3) Gross Receipts Taxes,
- (4) Petroleum Taxes,
- (5) Privilege Taxes,
- (6) Sales and Use Tax,
- (7) Severance Taxes,
- (8) Solid Waste Taxes, and
- (9) Tobacco Taxes.

Tennessee Franchise and Excise Tax

All Tennessee business entities, except sole proprietors and general partnerships are subject to Tennessee F&E Tax. Information and registration forms can be found at the Tennessee Department of Revenue web site or the local Department of Revenue Office.

<http://www.state.tn.us/revenue/tntaxes/fae.htm>

Business License and Gross Receipts Tax

Each county and most municipalities require a Business License for those businesses with revenue exceeding \$3,000 per year.

<http://www.state.tn.us/revenue/taxguides/bustaxguide2005.pdf>

County Business License

Coffee County: \$15 + \$5 filing fee

Coffee County Clerk
1327 McArthur Street
Manchester, TN 37355
Phone: 931-723-5106

Franklin County: \$15 + \$5 filing fee

Franklin County Clerk
One South Jefferson Street

Winchester, TN 37398
Phone: 931-967-2541

City Business License

City of Tullahoma: \$15 + \$5 filing fee
City Recorder
Tullahoma Municipal Building
201 West Grundy Street
Tullahoma, TN 37601
Phone: 931-455-2648
Fax: 931-455-0038

Other licenses and permits may be needed based upon the type of business being started.

City and County **zoning and sign ordinances**, including site plans, building permits, and **certificate of occupancy requirements**.

Tullahoma Planning Department – 931-455-2282
Coffee County Zoning Office – 931-723-5100

Restaurant - Health Inspections

Health Department – Tullahoma Clinic
615 Wilson Avenue
Tullahoma, TN 37388
Phone: 931-455-9369

Wholesale and retail sales of liquor; Liquor by the drink

Alcoholic Beverage Commission (State)
540 McCallie Avenue, Suite 341
Chattanooga, TN 37402
Phone: 423-634-6434
Fax: 423-634-6799

Beer Permit (on and off premises)

City of Tullahoma
Phone: 931-455-2648

Child Care Center Licensing

Tennessee Department of Human Services
Child Care Licensing Division
Franklin County Office
2160 Cowan Highway
Winchester, TN 37398-2637
Phone: 931-962-1150x113
Fax: 931-962-1141

Information Sources and Points of Contact

Federal

U.S. Small Business Administration

<http://www.sba.gov/>

Tennessee District Office

<http://www.sba.gov/tn/>

50 Vantage Way, Suite 201

Nashville, TN 37228

Phone: 615/736-5881

Fax: 615/736-7232

TTY/TDD Number: 615/736-2499

U.S. Department of Commerce

Bureau of the Census

<http://www.census.gov/>

Patents and Trademarks

U.S. Patent and Trademark Office

<http://www.uspto.gov/>

Tennessee Secretary of State -- Trademark Registration

http://www.state.tn.us/sos/bus_svc/trademarks.htm

Copyrights

Library of Congress

<http://www.copyright.gov/>

Securities and Exchange Commission

<http://www.sec.gov/>

State

Department of Commerce and Insurance

Protects the interests of consumers while providing fair, efficient oversight and a level field of competition for industries and professionals doing business in Tennessee. Divisions of Consumer Affairs, Fire Prevention, Insurance, Securities, TennCare Oversight, Regulatory Boards.

<http://www.state.tn.us/commerce/>

Regulatory Boards:

These professions and businesses have additional licensing requirements.

(<http://www.state.tn.us/commerce/boards/index.html>)

- Accountancy**
- Alarm Systems Contractors**
- Architectural & Engineering Examiners**
- Auctioneer Commission**
- Barber Examiners**
- Boxing & Racing**
- Funeral Directors, Embalmers, Burial & Cemetery Services**
- Collection Service**
- Contractors/Home Improvement**
- Cosmetology**
- Employee Leasing**
- Geology Registration**
- Land Surveyors**
- Motor Vehicle Commission**
- Pharmacy**
- Private Protective Services**
- Private Investigation & Polygraph**
- Real Estate Commission**
- Real Estate Appraisers**

Department of Economic and Community Development

Encourages economic growth, assists Tennessee communities in preparing and competing for economic development and job creation opportunities, offers support services for entrepreneurs, existing industries and new firms, while marketing the state and recruiting new industries domestically and internationally.

Home Page:

<http://www.state.tn.us/ecd/>

Small Business Guide:

http://www.state.tn.us/ecd/res_guide.htm

Department of Environment and Conservation

Protects the quality of Tennessee's air, land and water, and preserves, conserves, and promotes Tennessee's natural and cultural resources.

<http://www.state.tn.us/environment/>

Contact for environmental permits such as used motor oil, used tires, dry cleaning chemicals, and underground storage tanks (*this is not an exclusive list*).

Columbia Environmental Field Office

2484 Park Plus Drive
Columbia, TN 38401
Phone: (931) 380-3371
FAX: (931) 380-3397

<http://www.state.tn.us/environment/efo/index.shtml>

Permitting of dry cleaners:

<http://www.state.tn.us/environment/permits/dcerp.php>

Department of Labor and Workforce Development

Connects people to jobs and job-related assistance, offers education, safety and training programs, supplies labor market information, and ensures healthy and safe work places. Administers Unemployment Insurance and Workers' Compensation.

<http://www.state.tn.us/labor-wfd/>

Workers' Compensation Insurance is monitored and audited by L&WD but the insurance is purchased from a private sector insurance carrier. Each employee occupation has a separate premium rate. Office occupations are lowest; construction occupations are the highest. Workers' Compensation Insurance is required when a business has five (5) employees (full or part-time). Construction firms are required to carry Workers' Compensation Insurance when they have one (1) employee.

Middle Tennessee State University

MTSU's Home Page:

<http://www.mtsu.edu>

MTSU Career Development Center

The MTSU Career Development Center provides services to employers and students in career exploration, student employment, university internships, cooperative education and career recruiting programs.

<http://career.web.mtsu.edu/>

Jennings A. Jones College of Business

<http://www.etsu.edu/business/planning.shtml/>

Business and Economic Research Center

Jones College of Business
Middle Tennessee State University
N219 Business and Aerospace Bldg.
Murfreesboro, TN 37132-0001
Phone: 615-898-2764

<http://www.mtsu.edu/business/contact.shtml/>

Provides local, regional, state and national data and research.

Tennessee Small Business Development Center
<http://www.tsbdc.org>

Motlow State Community College

P. O. Box 8500
Lynchburg, TN 37352-8500
Phone: 931-393-1500
Toll free: 800-654-4877
Fax: 931-393-1681

MSCC's Home Page:
<http://www.mscc.edu>

Economic Development Department

The MSCC Economic Development Department provides a knowledge center for workforce training and employee development, including: a one-stop-shop training resource; Continuing Education Unit Certificates (CEU's); customized on-site training; consulting in every area of business and industry; transition programs for companies who are downsizing or laying-off workers and partnerships with other state agencies and public training companies

Phone: 931-393-1757
Toll free: 800-654-4877x1756
Fax: 931-393-1774
Email: ECD@mscc.edu

Tennessee Secretary of State

This office is also required to keep other records as set out by statute. The activities include the receipt and recording of all corporate charters and annual reports, receipt of all trademarks, the execution of notary commissions and the receipt of all state administrative rules and regulations.

Tennessee Secretary of State
312 Eighth Avenue North
6th Floor, William R. Snodgrass Tower
Nashville, TN 37243
<http://www.state.tn.us/sos/>

University of Tennessee Space Institute

411 B. H. Goethert Parkway
Tullahoma, TN 37388
Phone: 931-393-7100
<http://www.utsi.edu>

The University of Tennessee Space Institute (UTSI) is a graduate education and research institution located in Middle Tennessee adjacent to the U. S. Air Force Arnold Engineering Development Center. UTSI was established in 1964 as part of The University of Tennessee and has become an internationally recognized institution for graduate study and research in engineering, physics, mathematics, and aviation systems and has made remarkable contributions at the local, state, national, and global levels.

Regional

Arnold Community Council

P.O. Box 553
Tullahoma, TN 37388
Phone: 931-455-2648 Attn.: Ms. Debi Graham

The Arnold Community Council is an alliance of business, government and community leaders who provide support to the region's largest employer, the Arnold Engineering Development Center.

Middle Tennessee Industrial Development Association

2108 Westwood Avenue
Nashville, Tennessee 37212
Phone: (615) 269-5233
(800) 227-6628
Fax: (615) 269-5184
<http://www.mtida.org/>

The Middle Tennessee Industrial Development Association (MTIDA) is an association of power distributors and economic development associations representing a Middle Tennessee multi-county region in the Northern Tennessee Valley of the southeastern United States. Their mission is to: Make your industrial site search easier and faster; Help you avoid costly mistakes; Save you money and increase your profit margin.

Service Corps of Retired Executives (SCORE)

National Website: <http://www.score.org/>

Small business success across America is SCORE's mission. Since 1964, SCORE volunteers have donated their expertise in more than 600 skill areas to aid entrepreneurs.

7.5 million entrepreneurs have been counseled by SCORE or attended SCORE workshops. With 389 offices for face-to-face mentoring and Ask SCORE for online advice, SCORE serves the needs of today's entrepreneurs.

South Central Tennessee Development District

P. O. Box 1346
Columbia, TN 38402-1346
Phone: 931-381-2040
Fax: 931-381-2053
<http://www.sctdd.org/>

The SCTDD is a comprehensive, regional planning agency. Through their division of Community and Economic Development business owners and managers can access local, regional, and state economic data. Through an affiliate organization, South Central Tennessee Business Development Corporation, business owners can access expansion capital for long-term fixed asset acquisition.

Tennessee Career Center at Tullahoma

111 East Lincoln Street
Tullahoma, TN 37388
Telephone: (931) 454-1905
FAX: (931) 454-1911
TDD: (931) 454-0477
Hours of Operation: 8:00 a.m. – 4:40 p.m., Monday - Friday

Tennessee Career Centers are where people and jobs connect. Tennessee has a network of centers across the state where employers can go to find the workers they need and job seekers can get assistance and career information. Each center offers computerized labor market information, internet access, workshops, and an online talent bank, in addition to job placement, recruitment, and training referrals.

Tennessee Technology Center at Shelbyville

1405 Madison Street
Shelbyville, TN 37160
Phone: 931-685-5013
Fax: 931-685-5016
www.ttcshelbyville.edu

The Tennessee Technology Center provides technical training to get into the workplace fast and efficiently.

Tennessee Valley Authority

Middle Tennessee Office
One Century Place
26 Century Blvd., Suite 100
Nashville, TN 37214
Phone: 615-232-6685
Fax: 615-232-6189
Regional Development Specialist: Deborah Cameron
Email: dacameron@tva.gov

The TVA economic development department can provide source information by geographical area or by target markets. Tullahoma is located in the Middle Tennessee Region. TVA also offers help in target markets such as: transportation-related manufacturing; energy generation; energy efficiency; building industries; plastics; data center & payment processing; food processing; logistics; distribution and warehousing.

Tennessee Valley Corridor

173 Mitchell Road
Oak Ridge, TN 37830
Phone: (865) 483-8850
Fax: (865) 483-8851
Email: info@tennessevalleycorridor.org

The Tennessee Valley Corridor has built a strong alliance of community, business, education and government leaders led by the corridor's bipartisan and multi-state Congressional delegation.

Tullahoma/Coffee County/Franklin County

City of Tullahoma, Tennessee

Tullahoma Municipal Building
201 West Grundy Street
P.O. Box 807
Tullahoma, TN 37388
931-455-2648
<http://www.tullahoma-tn.com>

Coffee County, Tennessee

1329 McArthur St.
Manchester, TN 37355
Phone: 931-723-5100
<http://www.coffeecountytn.org>

Elk River Public Utility District

217 South Jackson Street
Tullahoma, TN 37601
Phone: 931-455-9311
Fax: 931-454-2231
<http://erpud.com>

The Elk River Public Utility District provides natural gas services in Coffee and Franklin counties.

Franklin County, Tennessee

1 South Jefferson Street
Winchester, TN 37398
Phone: 931-967-2905
Fax: 931-962-1473
<http://www.franklincotn.us>

Industrial Board of Coffee County, Inc.

1329 McArthur St., Suite 4
Manchester, TN 37355
Phone: 931-723-5120
Fax: 931-723-5121
<http://www.coffeetn.com/>
Email: ib@coffeetn.com

The Industrial Board provides assistance to investors and industries seeking to locate and expand in Coffee County.

Tullahoma Area Chamber of Commerce

135 West Lincoln Street
P.O. Box 1205
Tullahoma, TN 37388
Phone: 931-455-5497
Fax: 931-455-5350
<http://www.tullahoma.org>
Email: tullahomachamber@tullahoma.org

The Chamber of Commerce partners with local governments and other organizations involved in pursuing improvements in the overall quality of life for the city, county, and region – particularly in the areas of transportation, education, healthcare, tourism, economic development, community development, and workforce development.

Tullahoma Economic Development Steering Committee

Dr. Lynn Sebourn, Chairman
931-455-2648

The Economic Development Steering Committee makes recommendations to improve the business climate and to recruit business/development projects to Tullahoma.

Tullahoma Utilities Board

901 South Jackson Street
Tullahoma, TN 37601
Phone: 931-455-4515
Fax: 931-454-2231

<http://www.tub.net>

The Tullahoma Utilities Board is an agency of the City of Tullahoma and provides electric power, water, wastewater and video, internet and telephone services.

Loan Programs and Incentives:

State

Department of Economic and Community Development

Encourages economic growth, assists Tennessee communities in preparing and competing for economic development and job creation opportunities, offers support services for entrepreneurs, existing industries and new firms, while marketing the state and recruiting new industries domestically and internationally.

Home Page:

<http://www.state.tn.us/ecd/>

Business Tax Credits

The State of Tennessee offers several business tax credit programs that can help businesses ranging in size from Fortune 500 companies to mom & pop stores. Some of the programs include:

- Jobs Tax Credit
- Tiered Rural Opportunity Initiative Jobs Tax Credit
- Jobs Super Tax Credit
- Integrated Supplier Tax Credit
- Industrial Machinery Tax Credit
- Headquarters Tax Credit
- Data Center Tax Credit
- Emerging Industries Tax Credit
- Daycare Facility Tax Credit

Program details may be accessed at:

http://www.tnecd.gov/BD_business_tax_credit.html

Green Tax Credits

The State of Tennessee offers several green tax credit programs that can help businesses that work with the state in its energy policies. Two of the programs include:

- Green Energy Tax Credit
- Pollution Control Tax Credit

Program details may be accessed at:

http://www.tnecd.gov/BD_green_tax_credits.html

Training

Training assistance for new and existing business and industry is available as an incentive by the Tennessee Department of Economic and Community Development when associated with new investment for facilities, equipment and new job hires.

FastTrack staff helps a company plan, develop and implement a customized training program that meets initial training needs with follow-up to ensure each phase of the training program is effective and flexible.

The FastTrack Job Training Assistance program is funded by the state's budgetary process and utilizes only state-appropriated funds for training. FastTrack is the primary source of financial support for new and expanding business and industry training. With the state's network of educational facilities serving as prime delivery agents, blended with the company's staff and other vendors, FastTrack will coordinate directly with the company to develop and implement the necessary skills and knowledge training program.

Training can be both pre-employment and post-employment, including classroom and on-the-job training. Reimbursement of development and instructor cost either by company personnel or selected vendors, including educational institutions, are eligible for support. Travel-related cost for the purpose of training is considered a viable training expense. Training facilities and equipment are contingent upon the project and the need of the local area.

Tennessee Job Skills Program

Tennessee Job Skills (TJS) program is a workforce incentive grant program through the Tennessee Department of Economic and Community Development focused on enhancing employment opportunities and meeting the needs of new and existing industry. Through training, the program shall give priority to the creation and retention of high-wage jobs. Focus is on employers and industries that promote high-skill, high-wage jobs for emerging, in-demand, and high-technology manufacturing occupations.

Training is a parallel component to technological advancement. TJS is a work force incentive grant program designed to assist existing employers in elevating the skills of their employees.

TJS staff helps a company plan, develop, and implement a customized training program that meets the company's initial training needs and follow-up to ensure each phase of the training program is effective and flexible.

Tennessee Industrial Infrastructure Program

Tennessee Job Skills (TJS) program is a workforce incentive grant program through the Tennessee Department of Economic and Community Development focused on enhancing employment opportunities and meeting the needs of new and existing industry. Through training, the program shall give priority to the creation and retention of high-wage jobs. Focus is on employers and industries that promote high-skill, high-wage jobs for

emerging, in-demand, and high-technology manufacturing occupations.

Training is a parallel component to technological advancement. TJS is a work force incentive grant program designed to assist existing employers in elevating the skills of their employees.

TJS staff helps a company plan, develop, and implement a customized training program that meets the company's initial training needs and follow-up to ensure each phase of the training program is effective and flexible.

Regional

Tennessee Valley Authority

TVA Economic Development website:

www.tvaed/index.htm

Economic Development Loan Fund

The EDLF stimulates job creation and capital investment in the TVA region by assisting new and expanding industrial companies. Depending on job creation and capital investment, loans are made for up to \$2 million to purchase fixed assets.

TVA Enhanced Growth Credit

Substantial credits on power bills may be available to companies expanding in the Tennessee Valley. Eligibility is determined by SIC code, type of power used, and kilowatt usage.

Technical Services

- * Site evaluations
- * Architectural and engineering services
- * Land development plans
- * Architectural renderings and schematics
- * Project reviews
- * Analysis for environmental and compliance studies

Economic Research and Analysis

- * Economic impact analysis
- * Company lists
- * Market research and industry reports
- * Target industry analysis
- * Comparative advantage analysis
- * Business opportunities reports
- * County profiles
- * Minority demographic and economic analysis

* General economic research

TVA Financial Resources

TVA Economic Development offers a number of financing services and options to help new and existing companies with the financial resources they need to locate or expand in the Tennessee Valley.

Economic Development Funds

TVA's Economic Development Funds were established to stimulate economic development and leverage capital investment in the TVA power service area. TVA uses them to promote economic expansion and encourage job creation. Committed to ensuring that all businesses have access to the resources they need, TVA dedicates a portion of its loan funds to support minority business development and special opportunities communities.

The loan funds are primarily open to manufacturing companies and other institutions in the Valley, including TVA power customers, communities, and nonprofit economic development corporations. Loans can be used to fund new industrial plant expansions or retentions, or industrial park development.

Special Opportunities Counties Fund

This \$16 million revolving loan fund assists the Valley's most economically distressed counties. Loans are available for buildings, equipment, real estate, industrial parks, and building development.

Enhanced Growth Credit

Substantial credits on power bills may be available to companies expanding in the Tennessee Valley. Eligibility is determined by SIC code, type of power used, and kilowatt usage.

Southern Appalachian Fund

The Southern Appalachian Fund is a \$12.5 million venture capital fund formed to provide equity capital and operational assistance to qualifying businesses in southern Appalachia. The Fund invests in small companies located in low-income census tracts in Kentucky, Tennessee, and the Appalachian counties of Georgia, Alabama and Mississippi.

South Central Tennessee Development District

P. O. Box 1346
Columbia, TN 38402-1346
Phone: 931-381-2040

Fax: 931-381-2053

<http://www.sctdd.org/>

The SCTDD economic development staff work with local government representatives, industrial recruiters, bankers, and business owners and managers to promote economic development of the region. They can provide demographic information and statistics, assistance in refining business plans and ideas, financial counseling, recommendations for sources of financing, and assistance in preparation of loan applications. The staff administer several loan programs directly and work with other agencies that have loan programs such as the Small Business Administration, the Tennessee Valley Authority, the Tennessee Department of Economic and Community Development, and Rural Development of the US Department of Agriculture. A first step in the process, whether the business is new or expanding, is to prepare a business plan. When you have a draft of the business plan give us the SCTDD ED staff a call and they will be glad to meet with you. For further information call Doug Williams at 931-490-5886 or 931-381-2040

South Central Tennessee Business Development Corporation SBA 504 Fixed Asset Loan Program

The South Central Tennessee Business Development Corporation (SCTBDC) is a Certified Development Company (CDC) licensed by the Small Business Administration (SBA) in 1982 to provide financing for a portion of the fixed asset costs of projects in the thirteen county South Central Tennessee service area.

These loans can provide for up to forty percent of the financing for the purchase of fixed assets that have an economic useful life of at least ten years. Funding is through the sale of debentures issued by the CDC, which, upon approval of the Nashville SBA office, are guaranteed 100% by SBA. The total of the debenture amount, any existing SBA direct loan, and the guaranteed portion of any 7(a) bank loans is limited to \$1,000,000, but there is no limit on the size of the 504 project.

To be eligible for CDC assistance, an applicant must:

- Have a sound business expansion or start-up, which will create at least one job for each \$35,000 in debentures;
- Be a for profit corporation, partnership, or proprietorship unable to obtain financing for the entire project from conventional sources;
- Have a net worth of less than \$6 million and an average net profit after tax of less than \$2 million for the previous two years;
- If building financing is part of the project, must occupy at least 85% of a new building and at least 51% of an existing building;
- Have a commitment from a private sector lender (bank, savings and loan, insurance company, etc.) to finance at least 50% of the project.

Typical structure for a \$600,000 Project -

Source of Financing	Amount	Percent	Terms	Collateral
Bank, S & L, Ins. Co.etc.	\$300,000	50%	at least 10 yrs.	1st Mortgage
SCTBDC loan	240,000	40%	10 or 20 yrs.	2nd Mortgage
Equity - Small Business	60,000	10%		
Total	\$600,000	100%		

Additional Details:

- Repayment terms of the CDC/SBA loans are ten years for machinery and equipment and twenty years for land and buildings.
- Collateral - second mortgage on the assets being purchased, personal guarantees of the principals, and, possibly, the pledge of other assets of the business or the principals.
- CDC Fees - 1 1/2% of debenture amount at closing and 5/8 % per annum servicing fee.
- Interest rate - slightly higher than treasury bonds of the same maturity.

For additional information, contact Doug Williams, South Central Tennessee Business Development Corporation, P.O. Box 1346, Columbia, TN 38402, or call (931) 381-2041.

Rural Development/SCTDD Intermediary Relending Program (IRP) Loan Fund

The Rural Development/SCTDD Intermediary Relending Program (IRP) Loan Fund can provide competitive rate loans for economic development projects in the thirteen counties included in the South Central Tennessee Development District. These funds must be used in conjunction with other financing sources and can be used only to fill the gap between the amount of financing required for a project and what is available from other sources (both equity and debt). Projects located throughout the thirteen county SCTDD area are eligible with the exception of projects located within the corporate limits of cities with population of more than 25,000. The only city in our region with more than 25,000 is the City of Columbia.

Funding Source: Rural Development - United States Department of Agriculture (formerly Farmers Home Administration)

Administration and Approval: Revolving Loan Fund Committee - South Central Tennessee Development District

Applicant: Any business that proposes to create jobs and increase its capital investment in the community and can identify a financing gap in its project. The unit of government - either city or county - in which the project will be located, must support the project.

Interest Rate: Competitive rates either tied to New York Prime or fixed..

Terms: Buildings - 10 to 15 years

Machinery and Equipment - 5 to 7 years

Working Capital - 3 to 5 years

Funding Availability: Approximately \$2.5 million for the SCTDD area.

The maximum amount of IRP funds per project is limited to \$250,000 or 75% of the total project costs, whichever is less and at least one new job must be projected for each \$5,000 in IRP funds requested.

Items that must be supplied by the business being assisted:

1. Profile sheet on the business including name, address, legal organization, years in business, accountant, nature of product, and description of the project.
2. Employment Projections including the number and types of jobs to be created by the project.
3. Letter of Intent detailing reasons for the proposed project, commitment to follow through with the project, time frame, and reason for the need of IRP assistance.
4. List of all Sources and Uses of funds for the project.
5. Commitment letters from all other sources of financing for the project.
6. Detailed cost estimates for each component of the project.
7. Historical financial statements of the business for the last three years including income statements and balance sheets and an interim financial statement dated within 90 days of the application.
8. For new businesses or those that have not yet shown a profit, pro forma financial statements including pro forma balance sheet as of the completion of the project, pro forma balance sheet at the end of Year 1 and Year 2, income statement for the first 2 years, and monthly cash flow for the first twelve months of operation.
9. Banking and credit references on the business and the principals.
10. Personal financial statements of the owners.
11. Resumes of owners and top management of the company.
12. Marketing plan including company history, market analysis, and specific marketing and sales activities or promotions planned to insure that there is a demand for any increase in production as a result of the proposed project. In some cases, where the market appears questionable, letters of intent from customers may be requested.
13. Organizational chart.
14. List of all stockholders/owners of the business and percent of ownership.

For further information, an application or questions about the uses of the SCTDD IRP Loan Program, please feel free to call Doug Williams at the South Central Tennessee Development District, P. O. Box 1346, Columbia, Tennessee, 38402, at (931) 381-2040.

SCTDD/SBA Microenterprise Loan Fund for Small and Micro Businesses

The South Central Tennessee Development District (SCTDD) Microenterprise Loan Program (funded by a loan from the Small Business Administration and a local bank) can provide loans for small and micro businesses in the thirteen county service area of the South Central Tennessee Development District. These funds may be used in conjunction with other financing sources and can be used only to fill the gap between the amount of financing required for a project and what is available from other sources (both equity and debt).

Funding Source: U. S. Small Business Administration & Local Banks

Administration and Approval: Revolving Loan Fund Committee - South Central Tennessee Development District and the SCTBDC Board of Directors, which serve as a loan review committee.

Applicant: Any small for-profit business that meets the Small Business Administration size standards with a sound business proposal and can demonstrate a lack of available financing.

Interest Rate: Ten percent (10%) per annum fixed.

Terms: Machinery and Equipment - 2 to 6 years

Working Capital - 2 to 3 years

The maximum limit for any SCTDD/SBA Micro Loan is \$35,000 per project, but most loan approvals are between \$5,000 and \$15,000.

Items that must be supplied by the business being assisted:

1. Profile sheet on the business including name, address, legal organization, years in business, accountant, nature of product, and description of the project.
2. Employment Projections including the number and types of jobs to be created by the project.
3. Letter of Intent detailing reasons for the proposed project, commitment to follow through with the project, time frame, and reason for the need of the SCTDD/SBA micro loan requested.
4. List of all Sources and Uses of funds for the project.
5. Commitment letters from all other sources of financing for the project.
6. Detailed cost estimates for each component of the project.

7. Historical financial statements of the business for the last three years including income statements and balance sheets and an interim financial statement dated within 90 days of the application.
8. Pro forma financial statements including pro forma balance sheet as of the completion of the project, pro forma balance sheet at the end of Year 1 and Year 2, income statement for the first 2 years, and monthly cash flow for the first twelve months of operation.
9. Banking and credit references on the business and the principals.
10. Personal financial statements of the owners.
11. Resumes of owners and top management of the company.
12. Marketing plan including company history, market analysis, and specific marketing and sales activities or promotions planned to insure that there is a demand for the increase in production as a result of the proposed project. In some cases, where the market appears questionable, letters of intent from customers may be requested.
13. Organizational chart.
14. List of all stockholders/owners of the business and percent of ownership.

For further information, an application or questions about the uses of the SCTDD/SBA Micro Loan Program, call Doug Williams at the South Central Tennessee Development District, P. O. Box 1346, Columbia, Tennessee, 38402, at (931) 381-2040.

Tullahoma/Coffee County

City of Tullahoma, Tennessee

Tullahoma Municipal Building
201 West Grundy Street
P.O. Box 807
Tullahoma, TN 37388
931-455-2648
<http://www.tullahoma-tn.com>

Commercial Revolving Loan Program

The Commercial Revolving Loan Program is an economic development tool administered by the City of Tullahoma. The program provides loans to industries and businesses in the City of Tullahoma, Tennessee. This program was initially funded by a federal Urban Development Action Grant, with all commercial loan repayments returned to the fund.

Terms

Loan terms are for up to ten years and must be secured with adequate collateral. While the city may accept equipment for a portion of the collateral, larger loans are generally secured by real property.

Interest Rate

4 percent below the daily prime rate released by the Federal Reserve and published on-line at www.federalreserve.gov, simple interest, re-adjusting annually, with a floor of 1%.

Eligible Businesses and Activities

The program is primarily designed to create permanent employment opportunities in Tullahoma. Funding priority will be given to projects that generate new jobs, as well as those proposed for job retention. Loan funds are encouraged to be used in conjunction with other financing sources, including South Central Development District, Small Business Administration, or United State Rural Development financing, bank participation as well as applicant capital investment.

Administration and Approval

The Business Loan Committee of the City of Tullahoma and the City Attorney conduct the funding review. Formal approval is required by resolution of the Board of Mayor and Aldermen. Applications may take two to four weeks to review, dependent on scope of the project and potential environmental review.

Funding and Fees

The City of Tullahoma provides funding for the project from loan payments received from prior UDAG loan proceeds. Loan fees including a \$50 loan origination fee, attorney fees and any UCC or lien filing fees will be deducted from the loan disbursement check at closing.

For an application, please contact the Finance Department at (931) 455-2648. Completed applications may be submitted in person to at the Tullahoma Municipal Building, 201 West Grundy Street in Tullahoma or mailed to: Finance Director, City of Tullahoma, P.O. Box 807, Tullahoma, TN 37388.

Sign Enhancement Grant Program

The Sign Enhancement Grant Program is a local economic development tool administered by the City of Tullahoma. The program provides matching grants to qualifying businesses within the corporate limits of the city.

Terms

Successful grant applicants will qualify for a Sign Enhancement grant amount not to exceed \$500. The grant will cover 50% of the project cost up to a maximum of \$500. Grant funds will be provided on a reimbursement basis upon successful project completion.

Eligible Businesses and Activities

The program is designed to serve both new and existing businesses within commercial zones that meet the City's requirements for the grant. Sign enhancement may be an element of a larger project and must conform to all relevant ordinances and standards.

Qualifying sign projects include: 1) new outdoor signage that conform to the latest sign regulations of the City; 2) modifications to existing outdoor signage required to conform with the latest sign regulations of the City. Applicants must have a Sign Permit, valid City of Tullahoma Business License, if so required, and be current on property taxes and other city fees.

Administration and Approval

The Business Loan Committee of the City of Tullahoma conducts review and approval. Applications may take two to four weeks to review, dependent on completion of the application and scheduling before the loan committee.

Funding and Fees

The City of Tullahoma provides funding for the project from loan payments received from prior economic development program loan proceeds as budgeted by the Board of Mayor and Aldermen for this purpose.

For an application, please contact the Finance Department at (931) 455-2648. Completed applications may be submitted in person to the Tullahoma Municipal Building, 201 West Gundy Street, in Tullahoma or mailed to: Finance Director, City of Tullahoma, P. O. Box 807, Tullahoma, TN 37388.

USDA Small Business Revolving Loan Program

The City of Tullahoma is a grantee and administrator for the USDA Rural Development small business revolving loan program. These low interest loans are available for small capital improvements and equipment purchases in amounts ranging from %5,000 to \$15,000.

To be eligible, a business must be located in the City of Tullahoma, have fewer than 50 employees and annual revenues under \$1 million. Interest rates are set at 4% below prime, adjusting annually, with up to five years for repayment terms. Applications will be approved by the Small Business Loan Committee with final review by the USDA prior to loan disbursement.

For an application, please contact the Finance Department at (931) 455-2648. Completed applications may be submitted in person to the Tullahoma Municipal Building, 201 West Gundy Street, in Tullahoma or mailed to: Finance Director, City of Tullahoma, P. O. Box 807, Tullahoma, TN 37388.

Industrial Board of Coffee County, Inc.

1329 McArthur St., Suite 4

Manchester, TN 37355

Phone: 931-723-5120

Fax: 931-723-5121

<http://www.coffeetn.com/>

Email: ib@coffeetn.com

Payment in Lieu of Tax (PILOT)

Projects involving a large capital investment and large numbers of new jobs may qualify for a property tax freeze or reduction (in lieu of tax agreement). These requests are considered on a case-by-case basis by city and county officials, and are based on an analysis of job creation, economic impact, capital investment, and wage rates.

Industrial Revenue Bonds

The Industrial Board of Coffee County is authorized to issue bonds to finance industrial facilities. Tax-exempt industrial development bonds are available for qualified manufacturing operations.