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South Dakota Department of Revenue  
Business Education Program  
445 East Capitol Avenue  
Pierre, South Dakota 57501

2011

## South Dakota Small Business Workshops

Presented at no charge  
by these cooperating agencies:



Small Business  
Development Center

Small Business Administration

### Who should attend?

Individuals who are self-employed, business owners, office managers/bookkeepers or those handling business transactions.

### What can each organization offer me?

The [Department of Labor and Regulation](#) offers information on local offices, the Unemployment Insurance Division, and the Labor and Management Division.

The [Department of Revenue](#) offers information on sales and use tax, and contractors' tax.

The [Small Business Development Center](#) offers professional, confidential consulting services for new and existing businesses.

The [Small Business Administration](#) offers loan programs and business start-up resources.

### What if I have special needs or concerns?

If you need special accommodations, have specific business-related concerns or would like to see other topics covered, contact Jo Riley with the Department of Revenue at 1.800.829.9188.

### What kind of questions will be answered?

- What taxes am I responsible for and when are they due?
- What forms do I need and how do I fill them out?
- When do I withhold taxes from employees' wages?
- Is my record keeping system okay for the necessary tax information?
- What professional services are available to me at no cost?

### What about information on other states?

Workshops are also conducted with information on:

- South Dakota
- Minnesota
- Iowa
- Nebraska
- North Dakota
- Wyoming

Contact the Department of Revenue at 1.800.829.9188 for more information.

## Agenda

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**8:00 – 9:00 a.m.**

### Overview of Business Services

*SD Department of Labor and Regulation  
Small Business Development Center  
Small Business Administration*

Representatives from the Department of Labor and Regulation, SBDC and SBA will outline the professional consulting services available to new and existing businesses. All are provided at no cost with guaranteed confidentiality.

**9:00 – 11:00 a.m.**

### SD Unemployment Insurance System

*SD Department of Labor and Regulation*  
Learn about South Dakota's unemployment insurance tax, unemployment insurance employee benefits, the appeals process and new hire reporting law. (Includes **10:00 – 10:15 a.m.** break.)

**11:00 a.m. – 12:00 p.m.**

### SD Labor and Employment Law SD Workers' Compensation System

*SD Department of Labor and Regulation*  
Learn about South Dakota's labor and employment laws such as wage and hour, and employment discrimination, in addition to the workers' compensation system.

**12:00 – 1:15 p.m.**

Lunch on your own

**1:15 – 2:45 p.m.**

### South Dakota Sales and Use Tax

*SD Department of Revenue*  
Learn about the definition of gross receipts, allowable deductions, cash vs. accrual basis of reporting, filling out a tax return, reservation tax, use tax – what it is and who is responsible, as well as the different tax rates and types.

**2:45 – 3:00 p.m.**

Break

**3:00 – 4:00 p.m.**

### South Dakota Contractors' Excise Tax

*SD Department of Revenue*  
Learn about the definition of gross receipts, contractors' and subcontractors' responsibilities, filling out a tax return, using the bid-factor and use tax – who is responsible.

## Updates and Changes

Check for schedule or agenda updates at:  
<https://apps.sd.gov/applications/RV23Education/classes.aspx>

## Locations and Dates

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|          |  |
|----------|--|
| April 21 | Watertown<br>Lake Area Technical Institute<br>Room 514<br>1225 Arrow Avenue                                  |
| May 5    | Spearfish*<br>Black Hills State University<br>Jacket Legacy Room<br>1200 University Street                   |
| May 26   | Sioux Falls<br>Southeast Technical Institute<br>Sullivan Health Center, Room 257<br>2320 North Career Avenue |
| June 2   | Mobridge<br>Pizza Ranch<br>1209 10 <sup>th</sup> Street West   |
| June 23  | Yankton<br>Technical Education Center<br>Community Room<br>1200 West 21 <sup>st</sup> Street                 |
| Sept. 7  | Mitchell<br>Avera Queen of Peace Hospital<br>Community Room<br>525 North Foster                              |
| Sept. 22 | Rapid City<br>Dept. of Labor and Regulation<br>111 New York Street   |
| Oct. 6   | Winner<br>Holiday Inn Express and Suites<br>1360 East Hwy 44   |

\*To avoid a parking ticket, Spearfish attendees should pick up a free parking pass at the door.

## Register Today!

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Name:

Business Name:

Street Address:

City, State, Zip Code:

Phone Number:

Fax Number:

E-mail Address:

I will attend this workshop:

*Date, Location*

### Mail this registration to:

SD Dept. of Revenue  
445 E. Capitol Ave.  
Pierre, SD 57501

### Register by phone at:

1.800.829.9188

### Register online at:

<http://www.state.sd.us/drr2/revenue.html>  
> Revenue—Business Tax >Tax Education

### Note:

A confirmation e-mail will be sent one week prior to the workshop. All workshops are provided at no charge, and you may attend any or all segments.