



## Micro-Entreprise started, now what?!

The speed of service from your *Centre de Formalités des Entreprises* varies greatly, but before long you will receive by snail-mail:

- Your ***Certificat d'Inscription au Répertoire des Entreprises et des Etablissements*** from INSEE

**Note :** your SIREN, which must appear on all your professional communications

APE – your principal activity code, is for statistical purposes.

- ***Notification d'Affiliation*** from URSSAF – to whom you will pay your social charges towards health care and pensions.

**Do this!** Create your account online at [net-entreprises.fr](http://net-entreprises.fr) to make your monthly or quarterly earnings declarations and subsequent social charges payments.

- Your ***Memento Fiscal*** & a form to complete and return ASAP regarding your ***Cotisation Foncière des Entreprises (CFE)*** – tax on company premises from the *Direction Générale des Finances Publiques* – the Tax Man!

**Note:** Memento Fiscal – contains the information regarding your professional tax obligations, your activity type and the contact details of your tax office, including ways to contact them and opening times.

CFE – no company pays this in their first year, but most have to pay it from the second year onwards (although Profession Libérale is the exception, and some Prof Lib activities are permanently exempt).

**Do this!** You need to create an account online at [impots.gouv.fr](http://impots.gouv.fr), where you will have access to information regarding tax for your business, and where you will have to go to collect your CFE bill in the future, as you will not receive a paper copy.

- ***Confirmation d'adhésion pour Retraite Complémentaire*** – supplementary pensions contributions, which are only due if you take on salaried employees. You will receive a form to return annually, to confirm how many employees you have taken on – do make the declarations as otherwise they will charge you.



**Note:** These letters can come from any of a number of affiliated agencies, depending on where you are, and what type of activity you are doing; **some** of these are: Humanis, AGIRC-ARRCO, CIPAV, CARPIMKO, RSI,...

- Other letters which look official and demand payment are likely to be registrations on advertising lists for businesses and should be checked carefully before any payments are made; some examples are info-siret, Registre APE, Inforegistre,... File them in the bin!

**Do this!** Open a separate bank account for your professional activity. ING give a cash gift for opening a current account using [this link](#), and they do not charge a monthly current account fee, and you get a free Gold MasterCard...

**Think about:** Basic accounts need to be kept, and an Excel file is not acceptable, so either choose an accountant, or an online option such as [NetWips](#), or even a ledger completed by hand showing your incoming transactions.

Belonging to an *Association de Gestion Agréée*, or approved management agency, brings tax relief and assistance; find your local one [here](#).

I am here to help, and offer a 1-1 service via email which is invoiced as private consultancy and is charged at 75€/hour, minimum charge 5€. I do not round up, so 17 minutes worked is 17 minutes billed. Billing is done at the end of each month.

Finally, if you have found this information useful then please go and like the French Admin Solutions

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