



# **BUSINESS** **STARTUP** BLUEPRINT

## REGISTRATION AND BUSINESS LICENSES

### **STEP 2** REGISTRATION AND FINANCING **WORKSHEET**



The process of registering a business is relatively quick and easy. The tricky part for many people is figuring out exactly which licenses, permits, or other documents they need.

Before you dive into registering your business, it's a good idea to seek advice from an expert who knows the specific business laws in your area. A business attorney will know the specific regulations you'll need to follow and can stop you from making costly mistakes or omissions.

Check with your local government or any small business groups in your area. These organizations can sometimes connect you with attorneys who do free or discounted consultations, or may have educational programs or resources to get the information you need.

Once you're ready to register your business, this worksheet will walk you through the steps.

**Step 1: Find the right NAICS or SIC code for your business.**

The NAICS Association has an [online search tool](#) to look up NAICS and SIC codes. Once you've found the right one for your business, write it below:

My NAICS code: \_\_\_\_\_

**Step 2: Register for an EIN with the IRS.**

You will need an employee identification number (EIN) to open a business bank account, so it's smart to get one even if you don't plan to hire employees. You can register for an EIN for free through the [IRS online application portal](#).

You'll get your EIN as soon as you successfully submit your application. Once you do, write it below:

My EIN: \_\_\_\_\_

### Step 3: Register with your state government.

The specific process and cost to register will vary depending on where you live. Find your state on the [IRS list of state government websites](#). You can often register online.

The state government should also have information on additional permits or licenses you'll need beyond the basic business license.

You may also need to register with the state's Department of Revenue or Taxation for sales tax or resale certificates. Look for that information on your state government's website, as well. Once you've done this research, fill in the answers below so you can keep track of what you've learned.

Your state classifies your business as \_\_\_\_\_ and requires it to:

- Obtain a state business license:   yes   no
  - At a cost of \$ \_\_\_\_\_
  - Which must be renewed every \_\_\_\_\_ at a cost of \$ \_\_\_\_\_
  
- Register with the Department of Revenue or Taxation:   yes   no
  - Obtain a sales tax permit:   yes   no
  - Pay sales tax of \_\_\_\_\_ %
  - Obtain a resale certificate:   yes   no
  - List any additional tax permits or certificates required:  
\_\_\_\_\_
  
- Register a Doing Business As (DBA) or fictitious name:   yes   no
  - Using a unique DBA name from other businesses in the state:   yes   no
  
- List any additional permits, licenses, or certifications required by the state:  
\_\_\_\_\_

**Pro Tip:** The [Small Business Administration](#) is another helpful knowledge resource, and somewhere to check if you have questions about your state's registration process.

**Step 4: Check for any additional requirements at the county, city, or municipality level.**

This is where consulting with a business attorney or other local business expert can be a big help. You can also find information on your local county clerk or city government website.

If you'll be operating as a mobile business or service business, make sure you check the requirements for all areas where you plan to operate, not just the one where your business is based.

Once you've figured out the requirements in your local area, fill in the spaces below.

I plan to operate in the following towns and cities:

Which are located in the following county or counties:

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List any additional county or city licenses or permits you'll need to obtain below:

For some businesses, getting registered is a quick process that you can finish in an afternoon. For others it will be more complicated and may mean obtaining multiple licenses or undergoing inspection before you're allowed to operate.

This all might sound a bit overwhelming, but don't get discouraged! You always have the Founders Community to fall back on if you need help or support.

Registering your business is the first major step in bringing it to life. It lets you do things like set up a business bank account—which is what you'll learn about in the next lesson.