

# NEW BUSINESS CHECKLIST

## OHIO RESOURCE GUIDE

### AFTER "THE IDEA"

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■ DECIDE YOUR ENTITY TYPE.

Corporation, Limited Liability Corporation, Partnership, or Sole Proprietor

■ DECIDE YOUR COMPANY NAME

■ VERIFY DESIRED NAME IS AVAILABLE

Name can be checked [here](#).

■ REGISTER WITH THE SECRETARY OF STATE

Businesses can register [here](#).

■ OBTAIN EMPLOYER IDENTIFICATION NUMBER (EIN)

EIN application [here](#).

■ REGISTER WITH OHIO DEPARTMENT OF TAX

Register through Ohio Business Gateway [here](#).

■ DETERMINE IF YOU REQUIRE AN INDUSTRY-SPECIFIC LICENSE

Information on licenses and permits is available at Ohio Business Gateway

■ OPEN A BUSINESS-ONLY CHECKING ACCOUNT

■ CREATE AN OPERATING AGREEMENT



# WHEN YOU ARE READY TO HIRE YOUR FIRST EMPLOYEE

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REGISTER WITH THE OHIO DEPARTMENT OF JOBS AND FAMILY SERVICES

REGISTER WITH OHIO BUREAU OF WORKER'S COMPENSATION

Businesses can register [here](#).

CREATE AN EMPLOYEE HANDBOOK

## OTHER CONSIDERATIONS

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HIRE AN ACCOUNTANT!

You have enough on your plate. An accountant can act as a check on your bookkeeping.

Accountants can also help you plan so you do not receive a surprise tax bill!

JOIN YOUR TRADE ASSOCIATION

Trade associations are a wealth of information. Each association is dedicated to one specific industry and thus have extensive knowledge about the rules and regulations governing that industry. The association membership is often cheaper than a mistake or an attorney.

## OTHER RESOURCES

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- [Starting Your Business in Ohio](#)
- [Hiring Your First or Next Employee](#)
- [ReWork](#)
- [The Complete 35-Step Guid for Entrepreneurs Starting a Business](#)
- [How to Start a Small Business in a Few Hours](#)

