



How to Start a Business in Alaska Checklist

1. Form your business. ☐

1.1. Review Alaska formation options. ☐

There are three basic options for formatting your business; read through each option carefully and choose the best one for your business needs.

1.2. Name your business. ☐

Make sure that your chosen name is available before filing a Business Name Registration with the Alaskan Department of Commerce.

1.3. Get an Employer Identification Number. ☐

Apply for an EIN with the IRS.

1.4. Register your business in Alaska. ☐

Register through the Division of Corporations, Business, and Professional Licensing by filing the appropriate articles or certificate.

1.5. Obtain necessary permits and licenses. ☐

Apply for a state business license and check with the Alaskan Department of Commerce for other licensing requirements based on your industry.

2. Register your business for taxes. ☐

2.1. Familiarize yourself with your tax obligations. ☐

Learn more about Alaska's taxes on the Department of Revenue's Tax Division website.

2.2. Register for industry-specific state taxes. ☐

Search the Alaska Department of Revenue's tax types page for information on your specific industry.

3. Hire employees. ☐

3.1. Report new hires. ☐

Report all new hires to the Alaska Department of Revenue through the myAlaska portal.

3.2. Set up your payroll. ☐

Using a payroll software will help you to keep track of payroll taxes, including Federal Income Tax Withholding, Social Security & Medicare, and Unemployment Insurance.

3.3. Get insurance. ☐

Get workers' compensation and unemployment and disability insurance through the Alaska Department of Labor & Workforce Development.

3.4. Put up mandatory posters and notices. ☐

Download and print these posters for free from the Alaska Department of Labor and Workforce Division website.