



How to Start a Business in Arizona Checklist

1. Form your business.

1.1. Review Arizona formation options.

Review the four types of business structures available in Arizona. Choose the structure that benefits your business.

1.2. Name your business.

Brainstorm name ideas, check name availability with the state, and if available, register your ideal name with the Arizona Secretary of State.

1.3. Get an Employer Identification Number.

Apply for an EIN on the IRS website.

1.4. Register your business in Arizona.

For those starting a partnership, you must complete and file formation papers with the Secretary of State. For those starting a corporation or LLC, you'll need to complete and file articles of formation with the Arizona Corporation Commission.

1.5. Obtain necessary permits and licenses.

Contact the License Compliance at LicenseCompliance@azdor.gov or visit your city/town/county offices for more licensing information.

2. Register your business for taxes.

2.1. Register for a transaction privilege tax.

Register for transaction privilege tax with the Arizona Department of Revenue.

2.2. Register for withholding tax.

Use the Joint Tax Application, Form JT-1 to apply for withholding tax with the Department of Revenue.

2.3. Register for corporation business tax.

Register and pay corporation business tax using the AZTaxes.org website.

3. Hire employees and report them to the state.

3.1. Go to the Arizona New Hire Reporting Center.

Within the first 20 days of employment, you must report newly hired employees to the Arizona New Hire Reporting Center.

3.2. Obtain Workers' Compensation Insurance.

Obtain workers' compensation and manage claims on the Industrial Commission of Arizona website.

3.3. Display mandatory posters in your place of business.

Display state-mandated posters in crowded and populated areas.