



How to Start a Business in Pennsylvania Checklist

1. Form your business.

1.1. Review Delaware formation options.

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

1.2. Name your business.

After checking to see your name does not exist, register your business name with the Office of the Prothonotary.

1.3. Get an Employer Identification Number.

Apply for an Employer Identification Number with the IRS.

1.4. Register your business in Delaware.

Sole proprietorships and general partners do not need to file with the state. LLCs and corporations must file online.

1.5. Obtain necessary permits and licenses.

Check the Delaware Division of Revenue website to see if your business requires any special licenses. If you do, apply for them online.

2. Register your business for taxes.

2.1. Register for unemployment tax.

Register for a sales tax permit at the Delaware Department of Labor.

2.2. Pay franchise tax.

The due date for franchise tax is March 1.

3. Hire employees and report them to the state.

3.1. Register new employees with the Delaware Directory of New Hires.

New employees should be reported within 20 days of employment.

3.2. Obtain Workers' Compensation Insurance.

Obtain more information from the Delaware Department of Labor.

3.3. Display mandatory posters in your place of business.

Include posters such as the labor law information poster and the Delaware Sexual Harassment Notice.