



How to Start a Business in Florida Checklist

1. Form your business.

1.1. Review formation options in Florida.

There are four main business formatting options; review each option carefully and pick the one that fits your business best.

1.2. Name your business.

Search the Division of Corporation's website to check if your chosen name is available before registering your business name at dos.myflorida.com.

1.3. Get an employer identification number.

Apply for an EIN with the IRS.

2. Register your business in Florida.

2.1. Register a profit or nonprofit corporation.

File Articles of Corporation on sunbiz.org and pay the \$70.00 registration fee.

2.2. Register an LLC.

File Articles of Organization on sunbiz.org and pay the \$125.00 registration fee.

2.3. Form a Florida Partnership.

Complete the required forms on sunbiz.org for the type of partnership you want to form and pay the required fees.

3. Obtain the necessary permits and licenses.

3.1. Determine what licenses and permits are needed for your industry.

Use the industry pages on www.myfloridalicense.com to find out what business licenses you need.

3.2. Apply for the necessary licenses and permits.

Access the applications for your business licenses and permits on the industry pages on www.myfloridalicense.com.

- 3.3. Apply for a Florida county business tax receipt.

Register with your county tax collector.

- 3.4. Determine if you need a local city business tax receipt.

Check with your city government.

4. Register your business for taxes.

- 4.1. Set up your tax accounts.

Be sure to pay federal, state, county, and municipal taxes.

- 4.2. Create a state tax account with the Department of Revenue.

Go to taxapps.floridarevenue.com/IRegistration/ to create your state tax account.

- 4.3. Be sure to pay your county and municipal taxes.

Contact your county's business office and your city's administration for details on the applicable rates and how to pay them.

5. Hire and register new employees.

- 5.1. Report new and rehired employees.

Register all newly and rehired employees with the Florida Department of Revenue.

- 5.2. Keep up with payroll taxes.

Be sure to pay Federal Income Tax Withholding, Social Security, Medicare, and Unemployment Insurance.

- 5.3. Apply for Worker's Compensation Insurance.

Go to the Division of Worker's Compensation website to find all the necessary forms.