



---

## How to Start a Business in Georgia Checklist

### 1. Form your business.

#### 1.1. Review formation options in Georgia.

Research the entity options available in Georgia and choose one that meets your needs.

#### 1.2. Name your business.

Search the Georgia business name database to see if your name idea has already been registered.

#### 1.3. Get an employer identification number.

Apply for an EIN with the IRS.

#### 1.4. Register your business in Georgia.

You can register most business types online for a filing fee of \$100.00.

#### 1.5. Obtain necessary permits and licenses.

Find out which industry-specific licenses and permits you need by searching the Secretary of State website.

### 2. Register your business for taxes.

#### 2.1. Register for sales and use tax.

If your business sells goods, you will need to register for sales and use tax.

#### 2.2. Register for corporate income tax.

Corporations are required to pay corporate income tax.

#### 2.3. Register for withholding tax.

Employers are required to withhold taxes from employees' wages.

### 3. Hire employees and report them to the state.

3.1. . Report new hires to the Georgia New Hire Reporting Center.

Employers need to report new hires to the Georgia New Hire Reporting Center within 10 days.

3.2. Have minors obtain a work permit.

Employees under the age of 16 need to obtain a work permit from their school.

3.3. Provide healthcare to employees.

Employers with more than 20 employees who provide healthcare coverage need to maintain this coverage if an employee loses theirs.

3.4. Provide workers' compensation coverage.

Employers with more than three employees are required to provide workers' compensation coverage.

3.5. Establish a drug-free workplace program.

Writing up a drug-free workplace policy may qualify employers for a discount on their workers' compensation policy.

3.6. Have employees complete form I-9.

Form I-9 verifies that employees are allowed to work in the U.S.

3.7. Display workplace posters.

Visit the Georgia Department of Labor website to find PDF versions of workplace posters.