



How to Start a Business in Idaho Checklist

1. Form your business.

1.1. Review formation options in Idaho.

There are four basic formatting options; carefully review each one and choose the best option for your business.

1.2. Name your business.

Check the Idaho Secretary of State website to ensure that your chosen name is available for filing an Assumed Business Name Certificate.

1.3. Get an employer identification number.

Apply for an EIN with the IRS.

1.4. Register your business in Idaho.

Complete the appropriate form and submit it online or mail it to the Secretary of State. If submitting online, create a New SOSBiz! account first.

1.5. Obtain necessary permits and licenses.

Use the Idaho Business Wizard to check which licenses and permits you will need. You can also find all the relevant links there.

2. Register your business for taxes.

2.1. Register for state taxes.

File an Idaho Business Registration (IBR) application on the State Tax Commission webpage.

2.2. Register for a sales and use tax.

You can choose to register for a sales and use tax when filling out your IBR application.

3. Hire employees.

3.1. . Report all new hires.

File a New Hire Reporting form with the Idaho Department of Labor within 20 days of the date of hire.

3.2. Register for workers' compensation and unemployment insurance.

You can choose to register for workers' compensation and unemployment insurance when filling out your IBR application.

3.3. Put up the required posters.

Download the required posters for free from the Department of Labor's website.