



How to Start a Business in Kansas

Checklist

1. Form your business. ☐

1.1. Review Kansas formation options. ☐

There are six ways of forming your business in Kansas. Choose the one that suits your business best.

1.2. Name your business. ☐

Verify that your desired name does not already exist by running a name search. Only reserve the business name if you require extra time to file formation documents.

1.3. Get an Employer Identification Number. ☐

Apply for an Employer Identification Number (EIN) or a Kansas Tax ID number with the IRS.

1.4. Register your business in Kansas. ☐

Sole proprietorships and general partners do not need to file with the state. LLCs and corporations must file certificates of formation online. Create an account with the Kansas Department of Revenue to register.

1.5. Obtain necessary permits and licenses. ☐

Visit Kansas Business One Stop to find out which licenses and permits you require.

1.6. Obtain local permits. ☐

Contact your local municipality to find out more about their regulations and the permits you will need.

2. Register your business for taxes. ☐

2.1. Register for tax. ☐

When you register your business with the Kansas Department of Revenue, you automatically complete your tax application.

2.2. Determine the type of tax you need to pay. ☐

Do the survey on the Kansas Department of Revenue's website to double-check that you have registered for the correct taxes.

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

3.1. Visit the Kansas Department of Labor's website. ☐

Use electronic reporting to report new hires. Alternatively, fax or send a printed list of the required information.

3.2. Obtain Workers' Compensation Insurance. ☐

Obtain workers' compensation insurance from an insurance company or through your broker from the Kansas Insurance Department.

3.3. Display mandatory posters in your workplace. ☐

Ensure that all mandatory posters are displayed at all your worksites. Visit the Kansas Department of Labor website to download state posters and the U.S. Department of Labor website to download federal posters.