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## How to Start a Business in Kentucky Checklist

### 1. Form your business. ☐

#### 1.1. Review Kentucky formation options. ☐

There are four main types of legal business structures recognized in Kentucky. Choose the one that works for your business.

#### 1.2. Name your business. ☐

Once you've verified that your ideal business name is available, you can register it with the Kentucky Secretary of State.

#### 1.3. Get an Employer Identification Number. ☐

Obtain your EIN from the IRS website.

#### 1.4. Register your business in Kentucky. ☐

Complete and file formation documents with the Kentucky Secretary of State if you're starting an LLC, LP, LLP, LLLP, or a corporation. Sole proprietorships and general partnerships are not required to file any formal documents.

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

Read through the Kentucky state website to see if your business requires any special permits or licenses. The state of Kentucky does not have a statewide business license. However, depending on your business, you may need one from a local office.

### 2. Register your business for taxes. ☐

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

Apply for a seller's permit from the Kentucky Department of Revenue.

2.2. Register for withholding tax. ☐

Register your business for withholding tax with the Kentucky Department of Revenue.

2.3. Register for unemployment insurance tax. ☐

Find out if your business is liable for unemployment insurance tax by visiting the Kentucky Career Center website. If your business qualifies, apply for an eight-digit employer account number.

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

3.1. Go to the Kentucky New Hire Reporting Center website. ☐

All new or rehired employees must be reported within 20 days of employment. You can register all employees on the New Hire Reporting Center website.

3.2. Obtain Workers' Compensation Insurance. ☐

Visit the Labor Cabinet website to find out more about workers' compensation and rates.

3.3. Display mandatory posters in your place of business. ☐

Kentucky law requires that all employees display information about employee wages, discrimination in the workplace, and more.