



How to Start a Business in New York State Checklist

1. Form your business.

1.1. Review New York State formation options.

Review the various options for business entities in New York State and decide which one works best for your business needs.

1.2. Name your business.

Search the Department of State business name database to see if your name idea has already been registered. See if your name idea has been trademarked on the USPTO trademark database.

1.3. Get an Employer Identification Number.

You can obtain an EIN from the IRS.

2. Register your business.

2.1. Register as a Sole Proprietorship, Partnership, Corporation, or Limited Liability Company.

You can register most business types online, aside from registering a sole proprietorship.

3. Register your business for taxes.

3.1. Register for sales taxes.

If your business sells goods, you will have to pay sales tax.

3.2. Register for bulk sales taxes.

If you buy a business's assets or buy a business as well as its assets, you need to register for bulk sales taxes.

3.3. Register for corporation taxes.

Corporations need to register for corporation taxes.

4. Hire employees and report them to the state.

4.1. Report new hires.

Report new employees to the state using an online tool.

4.2. Purchase disability insurance.

You can purchase disability insurance from a private insurer.

4.3. Get workers' compensation insurance.

You can purchase workers' compensation insurance from a private insurer, through the State Insurance Fund, or by getting permission from the Workers' Compensation Board to become self-insured.