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## How to Start a Business in North Carolina Checklist

### 1. Form your business.

#### 1.1. Review North Carolina formation options.

There are four main business formation options; review each option and pick the one that fits your business best.

#### 1.2. Name your business.

Check the availability of your chosen name and, if available, file an Assumed Business Name Certificate.

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

Register for your EIN with the IRS.

### 2. Register your business in North Carolina.

#### 2.1. Register your sole proprietorship or general partnership.

File an Assumed Business Name Certificate with your County Register of Deeds.

#### 2.2. Register your corporation, limited partnership, or LLC.

Register your business with the NC Secretary of State's office.

#### 2.3. Obtain the necessary permits and licenses.

Search the Business and Occupational License Database for information on the specific licenses, permits, certifications, or occupational licenses you will need.

### 3. Register your business for taxes.

#### 3.1. Register for state taxes.

Register for all your taxes in one spot on the NC Department of Revenue website.

3.2. List your business personal property for county property taxes.

List your business personal property with your County Tax Assessor's office.

3.3. Register for unemployment tax.

You can register on the NC Department of Revenue website.

3.4. Register for franchise and income tax.

You can register on the NC Department of Revenue website.

**4. Hire employees.**

4.1. Report all newly hired and rehired employees.

All newly hired and rehired employees, as well as employees who have been terminated, must be reported to the NC Directory of New Hires.

4.2. Register for employee income tax withholding.

You can register on the NC Department of Revenue website.

4.3. Get workers' compensation and unemployment insurance.

The North Carolina Industrial Commission handles workers' compensation insurance while the Division of Employment Security handles unemployment insurance.

4.4. Put up mandatory posters and notices.

All mandatory posters can be downloaded for free from the Department of Labor website.