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## How to Start a Business in Ohio Checklist

### 1. Form your business.

#### 1.1. Review Ohio formation options.

Research the main business types in Ohio and select the entity that best suits your needs.

#### 1.2. Name your business.

Search the Ohio business name database to see if your name has already been registered. You should also check the USPTO trademark database to see if the name has been trademarked.

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

Apply for an EIN with the IRS.

#### 1.4. Register your business in Ohio.

Find the application forms you need online and apply digitally.

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

Research which permits are needed for your particular business on the Ohio government business portal.

### 2. Register your business for taxes.

#### 2.1. Register for sales and use taxes.

If your business sells goods, you need to file for sales and use taxes online.

#### 2.2. Register for commercial activity taxes.

If your business has gross income receipts that meet or exceed \$150,000.00 you need to file for commercial activity tax.

2.3. Register for employer withholding tax.

If your business has employees, you will need to file for employer withholding tax.

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

3.1. Complete Form I-9.

Form I-9 verifies if your employees are eligible for working in the U.S.

3.2. Report to the Ohio New Hire Reporting Program.

Report new employees to the Ohio New Hire Reporting Program.

3.3. Contact the Ohio Department of Commerce.

Contact the Ohio Department of Commerce to find out which posters your business needs to display.