



How to Start a Business in Oregon Checklist

1. Form your business.

1.1. Review Oregon formation options.

There are 4 main business formation options in Oregon. Look over the types of business you can register and choose one that best suits your needs.

1.2. Name your business.

Search the Oregon business name database to see if your business name idea is free. You should then register the name with the secretary of state.

1.3. Get an Employer Identification Number.

Apply for an Employer Identification Number at the IRS.

1.4. Register your business.

LLCs and corporations need to submit applications online to register. Partnerships and sole proprietorships need to file Doing Business As forms if they are using a fictitious business name.

1.5. Obtain necessary permits and certifications.

Search the Oregon license directory to see which permits and licenses you need, and apply for them online.

2. Register your business for taxes.

2.1. Register for corporation excise tax.

Corporations and LLCs that operate as LLCs need to file for corporation excise tax with the Oregon Department of Revenue.

2.2. Register for corporate activity tax.

Businesses with commercial activity in excess of \$1 million need to file for corporate activity tax online.

2.3. Register for withholding tax.

Businesses with employees, and corporations that hire officers, need to pay payroll taxes. You can register and file online.

3. Hire employees and report them to the state.

3.1. Get workers' compensation insurance.

Employers need to purchase worker's compensation insurance from an insurance provider.

3.2. File Combined Employer's Registration.

You need to file a Combined Employer's Registration in order to pay employees.

3.3. Report new hires.

You must report new hires to the Oregon Child Support Program.

3.4. Withhold tax from employee wages.

Employers are required to withhold tax from employee wages.

3.5. Pay unemployment insurance tax.

Most companies except for limited liability companies need to pay unemployment insurance tax.

3.6. Register for transit district taxes.

Employers who pay wages for services provided in the TriMet or LTD districts need to pay transit district taxes.

3.7. Have employees complete form I-9.

Employees need to complete form I-9 to verify their eligibility to work in the U.S.