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## How to Start a Business in Puerto Rico Checklist

### Form your business.

#### 1.1. Review Puerto Rico formation options.

There are seven ways of forming your business in Puerto Rico. Choose the one that suits your business best.

#### 1.2. Perform a name availability search.

Brainstorm name ideas, then conduct a business search to ensure your desired name is available.

### 2. Register your business in Puerto Rico.

#### 2.1. Start the online registration process.

Initiate the online registration process on the Puerto Rico Department of State's website or reserve your name to register at a later date.

#### 2.2. Provide general information about your business.

Enter all the details of the business entity you are registering, including the type, jurisdiction, and purpose.

#### 2.3. Enter the filer's details.

Fill in the details of the person completing the registration process.

#### 2.4. Provide a business address.

Enter the street address and mailing address of the designated office in Puerto Rico.

#### 2.5. Enter the details of the resident agent (RA).

Provide the information of the resident agent (RA), including their full name, street and mailing addresses, and their contact details.

2.6. Provide the incorporator's details.

Enter the full name, street and mailing addresses, and email of the person(s) responsible for filing the Articles of Incorporation.

2.7. Provide officers' details.

Enter the details of each officer, including their titles, names, street and mailing addresses, and email addresses.

2.8. Provide capital stock information.

Enter the class, number, value, and limitations of the capital the business entity may issue.

2.9. Upload supporting documentation.

Depending on the business entity you are forming, this may be an optional step. Ensure that your files are in PDF or TIF format and that they do not exceed 7 megabytes.

2.10. Review filing information

Examine the information you have provided, ensuring that all details are accurate.

2.11. Add your signature.

Check the boxes to add your signature and to sign the Statement Under Penalty of Perjury.

2.12. Complete your payment.

Enter your full name, address, and credit card details to process your payment.

**3. Register your business for taxes.**

3.1. Obtain an employer identification number (EIN).

Visit the IRS website to complete your online application for an EIN.

3.2. Satisfy the bona fide residency tests.

Ensure you meet the presence test, tax home test, and the closer connection test to qualify for Puerto Rico tax benefits.

3.3. Create an account on the Unified System of Internal Revenue (SURI).

Register with the Puerto Rico Department of Treasury.

**4. Obtain additional certificates.**

**4.1. Apply for a Certificate of Existence.**

Ensure that you meet the necessary requirements, then order a Certificate of Existence.

**4.2. Validate your Certificate of Existence.**

Visit the Puerto Rico Department of State's website and click "Validate" at the bottom of the menu on the left-hand side.

**5. Obtain the necessary permits and licenses.**

**5.1. Create a Single Business Portal (SBP) Account.**

Visit the Single Business Portal and follow the prompts to create an account.

**5.2. Select your permit application.**

From your dashboard, select the "Permit Applications" icon and select your permits from the drop-down menu.