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## How to Start a Business in Rhode Island Checklist

### 1. Form your business.

#### 1.1. Review Rhode Island formation options.

There are 9 main types of business entities in Rhode Island. Choose the one that suits your business best.

#### 1.2. Name your business.

After checking to see that your name does not exist, register your business name with the Rhode Island Secretary of State.

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

Apply for an Employer Identification Number at the IRS.

#### 1.4. Register your business in Rhode Island.

Sole proprietorships and general partnerships do not need to file with the state. LLCs and corporations must file online.

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

Check the Rhode Island government website to see if your business requires any special licenses/permits. If you do, apply for them online.

### 2. Register your business for taxes.

#### 2.1. Register for Rhode Island state taxes.

Apply for your state taxes online with the Rhode Island Division of Taxation.

#### 2.2. Register for Sales and Use Tax.

If you sell, lease, or rent goods and services in Rhode Island, you need to acquire a Sales Tax Permit.

2.3. Register for Income Tax.

All businesses with employees need to register for income tax.

2.4. Register for Unemployment Insurance (UI) Tax.

All businesses with employees are required to pay UI taxes to fund unemployment compensation programs in the state.

2.5. Register for Corporation Income Tax.

All corporations, limited liability companies, and limited partnerships need to register for Corporate Income Tax.

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

3.1. Report to the Rhode Island New Hire Reporting Directory.

Report all new and returning employees online.

3.2. Obtain Workers' Compensation Insurance.

Employers with one or more employees are required to carry workers' compensation insurance.

3.3. Display mandatory posters in your place of business.

There are 8 mandatory labor law posters in Rhode Island, which you can obtain from the Department of Labor and Training.