



How to Start a Business in Utah Checklist

1. Form your business.

1.1. Review formation options in Utah.

Research the business formation options in Utah and choose one that meets your needs.

1.2. Name your business.

Perform a business name search using the state's portal and search the USPTO trademark database to see if your name has been taken.

1.3. Get an employer identification number.

Apply for an EIN with the IRS.

1.4. Register your business in Utah.

Register your business online quickly and easily.

1.5. Obtain necessary permits and licenses.

Research which permits and licenses you need for your specific industry.

2. Register your business for taxes.

2.1. Register for corporate income taxes.

Any business that earns an income needs to file for corporate income tax.

2.2. Register for employer taxes.

Any business with employees needs to get an EIN from the IRS.

2.3. Register for sale and use tax.

If your business sells goods, you will need to register for sales and use tax.

3. Hire employees and report them to the state.

3.1. Complete form I-9.

Have employees complete form I-9 to verify that they can work in the U.S.

3.2. Complete a withholding tax certificate.

Have employees fill out a withholding tax certificate.

3.3. Report new hires.

Report new hires using Utah's online reporting tool.

3.4. Register for payroll taxes.

You can register for payroll taxes with the Social Security Administration.

3.5. Get workers' compensation insurance.

Apply for workers' compensation insurance through the Utah Labor Commission.

3.6. Research required workplace posters.

Visit the Utah Labor Commission to find out which posters you need to display.