

Business Startup Checklist

NOTE: This is a general startup checklist – click here for our [State-specific Startup Guides](#). Also note that our [incorporation and LLC formation clients](#) receive access to **The Startup Wizard** – an online interactive startup checklist that is personalized to your state and company type (Corporation, LLC, etc.) that guides you step-by-step through what you need to do to properly organize your company after it's been formed.

Go to: https://corporations.utah.gov/online_bus_reg.html

1. Select a Name and Legal Structure

The name registration reserves all rights to the business name within the State of Utah and will cost \$20. This registration will need to be renewed each year. You basically have 4 choices when selecting a legal structure:

- Sole Proprietorship
- Partnership
- Limited Liability Company (LLC) – the most popular among small businesses
- Corporation (INC)

2. File/Register the legal entity with the State One Stop Business Registration website

The business registration will assess a fee at the end of the questionnaire. If you do not see a payment screen, you have not yet completed this step. The fee amount will depend on the options you choose. You will receive documents titled "Articles of Organization" within 2 weeks from the state.

3. Obtain your Federal Employer Identification Number (FEIN)

If you are setup as a Corporation, LLC or Partnership (or a sole proprietorship with employees), apply for a Federal Employer Identification Number (FEIN, or EIN) from the IRS. This option will be offered during the process in Step 2 and is free from the IRS. You will receive an emailed letter stating your official number. You will need to enter this number in the state online form in order to complete step 2.

4. Open the Company Bank Account

Select a bank or credit union and open a business bank account for your business.

TIP: Bring your Articles of Organization and IRS EIN Letter that you received during Steps 2 and 3.

5. Obtain Business License

Apply with the municipality jurisdiction in which the business is located. The business license is a certificate of compliance with code and ordinance.

6. Obtain Professional Licenses, Permits, and Services

- Professional licenses or permits required for your chosen industry
- Select a CPA or Accountant! **Work with them to establish State tax accounts**