

Quick-Start for Your Business



Doing our part for a prosperous economy



Congratulations

on taking the first steps to operate your business or organization in Ohio!

For more information on starting a business or nonprofit organization, visit OhioSoS.gov. You can also access Ohio Business Central and take the first step to starting your business by filing online.



To help you start this journey, we've put together a checklist of ten important things you may want to consider.

Steps 1-5

❑ REGISTER WITH THE OHIO SECRETARY OF STATE.

Register online or find the forms needed to file for your business at OhioBusinessCentral.gov.

❑ Obtain a federal Employer Identification Number (EIN).

Contact the Internal Revenue Service to learn additional information and file an online application at IRS.gov - search "EIN."

❑ Open a bank account.

You will need your EIN to open a bank account.

❑ Register with the Ohio Department of Taxation at Tax.Ohio.gov.

Obtain information regarding Ohio taxes, including registration requirements, filing requirements and filing due dates. They also offer the Ohio Small Business Tax Training Program to help you acquire a broader understanding of Ohio's tax requirements.

❑ Report newly-hired and re-hired employees to the Ohio New Hire Reporting Center.

Report employee information at Newhire-reporting.com/oh-newhire. More information can be obtained by contacting the Ohio New Hire Reporting Center at 888.872.1490.

Steps 6-10

- ❑ **Determine what may be required of your business by the Ohio Bureau of Workers' Compensation.**
If your business or organization has one or more employees visit BWC.Ohio.gov and select "Employers."
- ❑ **Identify requirements of the Ohio Department of Job & Family Services.**
Employers may be required to establish an Unemployment Compensation Tax Account with the Ohio Department of Job & Family Services. Visit JFS.Ohio.gov and search for "Employers."
- ❑ **Obtain the proper licenses and permits.**
The Ohio Business Gateway (Business.Ohio.gov) Licenses and Permits page provides a list of professional licenses and business permits necessary to do business in Ohio. Contact your county and local government to determine if any special requirements exist for your type of business.
- ❑ **File an Annual Report of Unclaimed Funds.**
This is required of all agencies that are located and/or operate in Ohio and can be filed at the Ohio Department of Commerce, Division of Unclaimed Funds. The report can be found at Com.Ohio.gov/unfd, through the Ohio Business Gateway or by mailing it to the Division of Unclaimed Funds.
- ❑ **Discover growth opportunities for your new business.**
The Ohio Secretary of State's office hosts the Ohio Business Resource Connection located at OhioSoS.gov/BusinessResources. The Resource Connection is a directory of services for all Ohio businesses and includes specific services for woman, minority, disability and military or veteran owned businesses. Additionally, the Small Business Administration provides resources to grow your business at SBA.gov.

Special Considerations for Nonprofit Organizations

- ❑ **Apply for tax exemption.**
Visit IRS.gov to apply to become a tax-exempt organization. Also, contact the Ohio Department of Taxation and your county and local governments to determine how to apply for applicable exemptions.
- ❑ **Register with the Ohio Attorney General's Office if entity is a charitable organization.**
Ohio requires charitable organizations located in Ohio and groups that ask Ohioans for contributions to register and file annual reports. Go to OhioAttorneyGeneral.gov for more information.
- ❑ **Apply for a nonprofit postal permit.**
Apply for a nonprofit mailing permit from the United States Postal Service at USPS.com.

Disclaimer: The information contained in this document is not legal or accounting advice. You should consult a legal or accounting professional.



BUSINESS SERVICES DIVISION

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