

STARTING A NEW BUSINESS

5 Steps to Get Your Business Registered



1. CHOOSE A LEGAL STRUCTURE & BUSINESS NAME

Sole Proprietorship, General Partnership, Limited Liability Company (LLC), Corporation, etc.

Learn more about the different legal structures that exist by visiting the SBA's website:
sba.gov/business-guide/launch-yourbusiness/choose-business-structure



2. REGISTER YOUR BUSINESS WITH THE STATE

If you are forming an LLC, partnership, non-profit, etc. you must file your business with the Secretary of State.

Find out more by visiting: sos.ok.gov/corp/filing.aspx



3. OBTAIN A FEDERAL TAX ID NUMBER

All businesses with employees (including those under the structure of a sole proprietorship) must obtain an Employer Identification Number (EIN) with the IRS. An EIN is free to obtain and may be filed electronically in most cases.

Find out more on the IRS website:

<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>



4. OBTAIN NECESSARY LOCAL AND STATE LICENSES AND PERMITS

Different "licenses" and "permits" may be required for various businesses to officially (or legally) operate in Oklahoma.

Get more specific information regarding licensing requirements at:

<https://www.okcommerce.gov/startups-entrepreneurs/licensing>



5. ADDITIONAL REQUIREMENTS AND FILINGS FOR BUSINESSES WITH EMPLOYEES

If a business in Oklahoma has actual employees, it will have additional state requirements and filings, including:

- » Income Tax Withholding Account – Oklahoma Tax Commission (OTC) 405-521-3160, tax.ok.gov
- » Unemployment Tax Computation & Payment – Oklahoma Employment Security Commission (OESC) oesc.ok.gov
- » Workers Compensation Insurance – Oklahoma Workers Compensation Commission (WCC), 405-522-3222, wcc.ok.gov



Business Structure



Licenses + Permits



Employer
Responsibilities

Quick Reference Guide



<https://www.okcommerce.gov/startups>