



How to Start a Business in Colorado (Checklist)

1. **Form a Business Entity** ___
 - a. Choose to create an LLC, partnership, or corporation ___
 - b. Get advice from an attorney ___
 - c. File legal documents ___

2. **Register with the Secretary of State** ___
 - a. Decide on a business name ___
 - b. Submit the name registration form to the Secretary of State ___
 - c. Pay the registration fee ___

3. **Get an Employer Identification Number** ___
 - a. Apply for an EIN at irs.gov ___
 - b. Record EIN for future use after receiving confirmation ___

4. **Open a Bank Account** ___
 - a. Meet with local bank representatives and explain your business ___
 - b. Choose a bank and provide them with information ___
 - i. Fill out bank application ___
 - ii. List authorized account representatives and contact information ___
 - iii. Choose banking products that meet your needs ___

5. **Register with the Colorado Department of Revenue** ___
 - a. Create an account on Colorado Business Gateway ___
 - b. Complete the online tax registration form ___

6. **Hire Employees and Report them to the State** ___
 - a. Write a job description ___
 - b. Post on a job board ___
 - c. Review applications and resumes ___
 - d. Interview candidates ___
 - e. Check references ___
 - f. Send a job offer ___
 - g. Report new employees ___

7. Obtain Applicable State Licenses and Permits ___

- a. Search for applicable permits at business.ohio.gov ___
- b. Complete the online application for any permits that you need ___
- c. Keep copies of your permits when you are approved ___

8. Purchase Insurance ___

- a. Find a broker or insurance provider ___
- b. Determine what kind of insurance you need ___
- c. Select coverage options and purchase a policy ___