SMBGuide

How to Start a Business in Oklahoma (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 Business Registration Division** __
   a. Decide on a business name __
   b. Submit the name to the Business Registration Division __
   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 __

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 best suit your needs __

5. **Register with the Oklahoma Department of Revenue** __
   a. Create an account at the Oklahoma Department of Revenue website __
   b. Complete the online forms and processes __

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 employee to the Child Support Enforcement Agency __

7. **Obtain Applicable State Licenses and Permits** __
   a. Search for applicable permits at
   b. Complete online applications __
   c. Once approved, keep copies of your permits __

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 ___

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