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**How to Start a Business in Oregon (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 Oregon Department of Revenue **

a. Create an account at the Oregon Department of Revenue website ****

b. Complete the online forms and processes ****

**6. Hire Employees and Report the 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 Oregon Employer Services Portal ****

**7. Obtain Applicable State Licenses and Permits **

a. Search for applicable permits at Oregon License Directory ****

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 ****