



## How to Start a Business in Pennsylvania (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 Pennsylvania Department of Revenue** \_\_\_
  - a. Create an account at the Pennsylvania 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 Child Support Enforcement Agency \_\_\_
  
7. **Obtain Applicable State Licenses and Permits** \_\_\_
  - a. Search for applicable permits \_\_\_
  - 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 \_\_\_