



How to Start a Business in Vermont (Checklist)

1. **Create a Business Entity** ___
 - a. Choose between a corporation, partnership, LLC or sole proprietorship ___
 - b. File articles of organization with the state ___
 - c. Pay the \$125 filing fee ___

2. **Write a Business Plan** ___
 - a. Executive summary ___
 - b. Company description ___
 - c. Description of products/services ___
 - d. Market analysis ___
 - e. Strategy ___
 - f. Organization ___
 - g. Financial plan and projections ___

3. **Obtain Applicable Licenses** ___
 - a. Search applicable licenses on Vermont.gov ___
 - b. Fill out online applications on Vermont.gov ___
 - c. Find additional requirements at sec.state.vt.us ___

4. **Register Your Business With the Secretary of State** ___
 - a. Complete the name registration form on sec.state.vt.us ___
 - b. Pay the \$50 name registration fee ___

5. **Obtain an EIN and Vermont Tax Account** ___
 - a. Apply for an EIN through IRS.gov ___
 - b. Create an account with the Vermont Department of Taxation ___
 - i. Visit myvtax.vt.gov ___
 - ii. Register for a MYVTAX account ___

6. **Register for Vermont Unemployment and Worker's Compensation** ___
 - a. Register for unemployment and worker's compensation as a business using the application form on uipublic.labor.vermont.gov ___

7. **Obtain Municipal Permits** ___
 - a. Contact your municipality's small business administration to find out what additional permits you may need ___
 - b. Contact the local chamber of commerce for business information ___