

# QUICK-START FOR YOUR BUSINESS ENTITY

DOING OUR PART TO REBUILD OHIO'S ECONOMY

your **BUSINESS** begins here



# Congratulations

*on taking the first steps to operate your business or organization in Ohio!*

To help you as you start on this journey, my office has put together a checklist of important things you may want to consider.

For more information on starting a business or nonprofit organization, visit [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov). You can also access Ohio Business Central and take the first step to starting your business by filing online.

Thank you for choosing the Buckeye State as the place to start your business or organization. I appreciate your dedication to what you do and wish you every success in the future.



Sincerely,

Jon Husted, Ohio Secretary of State

As the place where business begins in Ohio, the Ohio Secretary of State's Office has launched **Ohio Business Profile** to highlight some of the great work being done in the Buckeye State. Each month a handful of diverse businesses with a common theme will be selected to be featured on our website. If you are interested in having your business profiled go to [www.OhioBusinessProfile.com](http://www.OhioBusinessProfile.com).

**JON HUSTED**  
OHIO SECRETARY OF STATE  
BUSINESS SERVICES DIVISION

**JON HUSTED**  
Ohio Secretary of State



# HELPFUL STEPS AS YOU FURTHER DEVELOP YOUR BUSINESS OR ORGANIZATION

## 1. Register with the Ohio Secretary of State.

Register online or find the forms needed to file for your business at [www.OhioBusinessCentral.com](http://www.OhioBusinessCentral.com).

## 2. Contact the Internal Revenue Service (IRS) to obtain an Employer Identification Number (EIN).

Additional information and an online application are available at [www.irs.gov](http://www.irs.gov) - search "EIN."

## 3. Then, open a bank account.

You will need your EIN to open a bank account.

## 4. Contact the Ohio Department of Taxation.

Register with the Ohio Department of Taxation at [www.tax.ohio.gov](http://www.tax.ohio.gov). The Ohio Department of Taxation can assist businesses in determining state and local tax obligations.

## 5. Report newly hired and re-hired employees to the Ohio New Hire Reporting Center.

Report employee information at

[www.Newhire-reporting.com/oh-newhire](http://www.Newhire-reporting.com/oh-newhire).

More information can be obtained by contacting the Ohio New Hire Reporting Center at (888) 872-1490.

## 6. Contact the Ohio Bureau of Workers' Compensation.

If your business or organization has an employee or employees visit, [www.bwc.ohio.gov](http://www.bwc.ohio.gov) under "Employers."

## 7. Contact the Ohio Department of Job & Family Services.

Employers may be required to establish an Unemployment Compensation Tax Account with the Ohio Department of Job & Family Services. Visit [www.jfs.ohio.gov](http://www.jfs.ohio.gov) search "Employers."

## 8. Finally, obtain the proper licenses and permits.

The Ohio Business Gateway, [www.business.ohio.gov](http://www.business.ohio.gov), Licenses and Permits page provides a list of professional licenses and business permits necessary to do business in Ohio. Contact your county and local government to determine if any special requirements exist for your type of business.

## SPECIAL CONSIDERATIONS FOR NONPROFIT ORGANIZATIONS

### Apply for tax exemption.

Visit [www.irs.gov](http://www.irs.gov) to apply to become a tax-exempt organization. Also, contact the Ohio Department of Taxation and your county and local governments to determine how to apply for applicable exemptions.

### Register with the Ohio Attorney General's Office if entity is a charitable organization.

Ohio requires charitable organizations located in Ohio and groups that ask Ohioans for contributions to register and file annual reports. Please go to [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov) for more information.

### Apply for a nonprofit postal permit.

Apply for a nonprofit mailing permit from the United States Postal Service at [www.usps.com](http://www.usps.com).

**Disclaimer:** The information contained in this document is not legal or accounting advice. You should consult a legal or accounting professional.

File online or find more information at [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov)

Mail filings to: Business Services

180 East Broad Street, 16th floor, Columbus, Ohio 43215

Telephone: (614) 466-3910 - Toll Free: (877) SOS-FILE (877-767-3453)

E-mail: [buserv@OhioSecretaryofState.gov](mailto:buserv@OhioSecretaryofState.gov)

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OHIO SECRETARY OF STATE

Walk-in Client Service Center

180 East Broad Street, Suite 103 (ground floor), Columbus, Ohio 43215



[www.OHBusinessCentral.com](http://www.OHBusinessCentral.com)