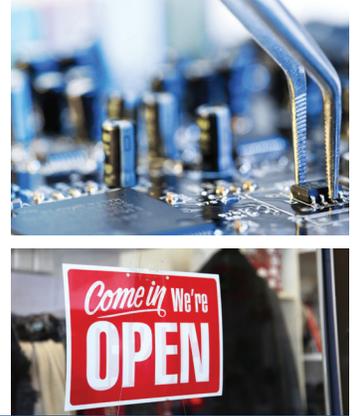


Quick-start for Your Business Entity

Doing Our Part to Rebuild Ohio's Economy

your
BUSINESS
begins here



Starting a business entity in Ohio involves taking many steps, working with different federal and state agencies along the way. However, the first step for many of those starting a business is to file with the Secretary of State's office. This quick-start guide is one of many publications my office provides for Ohio entrepreneurs. For more information on starting a business or nonprofit organization, visit 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.

Jon Husted
Ohio Secretary of State
Business Services Division

Handwritten signature of Jon Husted in white ink over a blue background with the Ohio Secretary of State seal.

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.OhioSecretaryofState.gov.

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 - 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. 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.OH-NewHire.com. 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 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 jfs.ohio.gov search "Employer."

8. Finally, obtain the proper licenses and permits.

The Ohio Business Gateway, 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 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.

Contact the Ohio Attorney General if the intent is to engage in solicitation activities.

Register with the Ohio Attorney General's office at www.ohioattorneygeneral.gov before engaging in any solicitation activities for a nonprofit organization.

Apply for a nonprofit postal permit.

Apply for a nonprofit mailing permit from the United States Postal Service at 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

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: busserv@OhioSecretaryofState.gov

Jon Husted
Ohio Secretary of State

Walk-in Client Service Center

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



Ohio Business Central

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Start and Manage Your Business Online

www.OHBusinessCentral.com