



new business checklist

ohio resource guide

1. after “the idea”:

1 choose entity type:
Corporation, Limited Liability Corporation, Partnership, or Sole Proprietor.

6 determine an industry specific license is required:
Information on licenses and permits is available at Ohio Business Gateway

2 choose company name:
Verify if the desired name is available. You may do so through this link [here](#).

7 open a business only checking account

3 register with the secretary of state:
You may do so through this link [here](#).

8 create an operating agreement

4 obtain employer identification number (EIN):
You may do so through this link [here](#).

5 register with ohio department of tax:
You may do so through this link [here](#).



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II. ready to hire your first employee:

1 register with the ohio department of jobs and family services

2 register with ohio bureau of worker's compensation:
You may do so through this link [here](#).

3 Create policies and procedures so you employee knows what to expect and how to do their job

III. other things to consider:

4 hire an accountant:
You have enough on your plate. An accountant can act as a check on your bookkeeping. Accountants can also help you plan so you do not receive a surprise tax bill.

5 join your trade association:
Trade associations are a wealth of information. Each association is dedicated to one specific industry and thus have extensive knowledge about the rules and regulations governing that industry. The association membership is often cheaper than a mistake or an attorney.

III. other resources:

- [starting your business in ohio](#)
- [hiring your first/next employee](#)
- [rework](#)
- [the complete 35-step guide for entrepreneurs starting a business](#)
- [howto start a small business in a few hours](#)