



Start-Up Stage

Business.Phila.gov

Philadelphia's business page

Business.PA.gov

Pennsylvania's business page

Corporations.PA.gov

Pennsylvania filing site

Dos.pa.gov

PA Dept. of State site

irs.gov

Official IRS Website

NJ.gov/njbusiness/registration

Guide to registering your business in New Jersey

Pa100.state.pa.us

In PA, use this site to register for business tax accounts

Wbeceast.com

Our website's "Resources" page has links to all of the above, as well as links for surrounding counties. If you need more guidance, call us!



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Reasonable accommodations for persons with disabilities will be made, if requested at least two weeks in advance.

To make the arrangements, Call 215-790-9232

Business Launch Checklist

This checklist provides the legal requirements for establishing a business. In addition to the items on this list, we always suggest having a business plan, consulting an attorney and/or an accountant regarding the best legal structure for you, and consulting an insurance agent regarding liability coverage. Come to our JumpStart or FastTrac classes to learn more!

- Confirm your business name is available**
 - PA: Search your business name on corporations.pa.gov
 - NJ: Search your business name on njportal.com/dor/businessnamesearch
 - Google: Search your business name on www.google.com
- Confirm your professional licensure is current and determine if your business requires a restricted professional business structure**
- Register your business structure with your state**
 - Sole proprietorships (and, in NJ, general partnerships) are exempt but may file a fictitious name.
 - PA: go to corporations.pa.gov. The filing fee will be \$125.
 - NJ: go to njportal.com and follow prompts based on your legal structure. The filing fee will be \$125.
- (Optional) Register your fictitious name with the state if not registering your business structure with your state**
 - Unnecessary if you are operating under your legal name or the legal business name you registered when you filed your LLC/Corporation/Partnership.
 - You register your fictitious on the same state system you used to confirm your legal name's availability.
- Apply for a Federal Employer Identification Number (FEIN)**
 - Often called an EIN, this is sort of like the Social Security Number for your business. You'll use this same number as your Tax ID.
 - Free to apply at irs.gov (look out for fake sites; if there's a fee, it's not the IRS!)
 - Technically optional for sole proprietors but recommended for all businesses.
- Maintain corporate documents in a corporate minute book**
 - The governing documents (formation documents, FEIN Letter, either Operating Agreement (if LLC) or Bylaws (if corporation), resolutions, bank statements) are important to keep together in one binder.
- Open a separate bank account for your business using the FEIN**
- Register your business with your city or county**
 - Requirements will depend on where you're located; check our resources page for links to other counties.
 - In Philadelphia, every business owner needs a Business Income and Receipts Tax (BIRT) ID and a Commercial Activity License; additional licenses may apply. Consult [Philadelphia's Business Services page](#) for details
- Register for state tax and employer accounts**
 - PA: Go to pa100.state.pa.us to register for a PA business tax account
 - NJ: Go to njportal.com to register for tax and employer purposes.
- Check for any special registrations that may apply**
 - Research on your state, county and city websites for any additional steps specific to your industry or business type
- Check with your local municipality concerning taxes, local licenses and permits, zoning requirements, and any other regulations**
 - In Philadelphia, go to business.phila.gov and click "Launch" for a guide.