

REGULATORY REQUIREMENTS FOR OPERATING A BUSINESS IN INDIANA

The following 10 steps represent the tasks that need to be completed prior to starting your new business. As the specific requirements vary by business, not all steps will need to be completed; however, each should be considered and performed as necessary.

1) Establish the business organization by forming a Sole Proprietorship, a Partnership, a Limited Liability Company or a Corporation.

- a) **Sole Proprietorship** - Least complex legal form of a business. Non-taxable entities in Indiana. Taxes are reported on individual tax returns.
- b) **Partnership** - Non-taxable entities in Indiana. Must file an informal tax return with Indiana Department of Revenue. Each partner reports taxes on their individual tax returns.
- c) **Limited Liability Company** - Complex entity that combines the tax benefits of a partnership with the liability protection of a corporation. Filing is done through the Secretary of State.
- d) **Corporation** - Complicated legal forms of business. Name should be reserved with the Secretary of State, Corporate Division, once selected; will be held for 120 days. Must file Articles of Incorporation with Secretary of State's office. Filing fees apply.

2) Obtain an Employer Identification Number from the Internal Revenue Service.

3) File the State of Indiana Business Tax Application with the Indiana Department of Revenue to register for sales tax, withholding tax, corporate tax, and other non-property taxes.

4) File state license applications with the appropriate agencies for business and occupations, as required. Information and assistance on state licenses for certain businesses and occupations may be obtained from the State Information Center (www.in.gov/idoa/2370.htm).

5) Register with the Indiana Department of Workforce Development (www.in.gov/dwd) to establish a state unemployment insurance account.

6) Obtain Workers' Compensation insurance coverage for employees:

- a) Obtain insurance from private carrier; or
- b) Become qualified as a self-insured employer by the Workers' Compensation Board (www.in.gov/wcb).

7) Obtain a local business license from the city clerk (where required) or from the county clerk (where required outside of city limits).

8) File an Assumed Business Name Certificate in the recorder's office if doing business in a name other than that of the sole proprietor, the partners or the names in the Articles of Incorporation, if incorporated.

9) Contact local city or county planning or zoning commission to ensure that the location of the business is in compliance with the existing local zoning regulations.

10) Obtain environments and construction permits, where applicable, before construction or occupancy of any facility. Assistance information and agency contacts for regulatory compliance may be obtained through the State Information Center.



Business Guide

Resource Guide for New and Existing Businesses