

Steps to Starting a Business

Required for All Businesses

1. Business Name Search
 - a. SOS Direct, (512) 463-5555, <http://www.sos.state.tx.us/corp/sosda/index.shtml>
2. Assumed Name Certificate
 - a. County Clerk or SOS, (972) 548-4185 (DBA, Sole Prop) OR
 - b. Incorporating Your Business, Secretary of State, (512)463-5555 (LLC, S Corp, LLP, Corp, etc.), <http://www.sos.state.tx.us/>
3. Internal Revenue Service – Employer Identification Number
 - a. Taxpayer Assistance (800) 829-1040. <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
4. Business Bank Account
 - a. Apply for a business bank account to separate your personal and business finances.
5. Business Insurance

Business Specific

1. Sales and Use Tax Permits
 - a. State Comptroller, (800) 252-5555, <https://www.comptroller.texas.gov/taxes/permit>
2. State Unemployment Account
 - a. Texas Workforce Commission, (512) 463-2731, <https://www.twc.texas.gov/businesses/unemployment-tax-registration>
3. Industry State Licenses
 - a. Texas Department of Licensing and Regulations, (512) 463-6599, <https://www.tdlr.texas.gov/>

General Costs

Cost to register a DBA/Sole Proprietorship	\$20-\$50 depending on the county
Cost to file an LLC	\$300
Cost to get an EIN (IRS form SS4)	\$0
Cost for Sales and Use Tax Permit	\$0

Employer Identification Number (EIN)

More information can be found at: <https://www.irs.gov/businesses/small-businesses-self-employed/do-you-need-an-ein>

You will need an EIN if you answer "Yes" to any of the questions below.

- Will you have employees?
- Will you operate your business as a corporation or a partnership?

- Will you file any of these tax returns: Employment, Excise, or Alcohol, Tobacco and Firearms?
- Will you withhold taxes on income, other than wages, paid to a non-resident alien?
- Will you have a Keogh plan?
- Will you be involved with any of the following types of organizations?
 - Trusts, except certain grantor-owned revocable trusts, IRAs, Exempt Organization Business Income Tax Returns
 - Estates
 - Real estate mortgage investment conduits
 - Non-profit organizations
 - Farmers' cooperatives
 - Plan administrators

Sales and Use Tax Permits

You will need Sales and Used Tax Permits if you are engaged in business in Texas and

- sell or lease tangible personal property in Texas; or
- sell taxable services in Texas.

It is essential to seek advice from an attorney and a CPA before deciding on your business structure.