

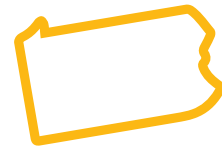


# BUSINESS REGISTRATION CHECKLIST



Use our Business Registration Checklist to ensure you've got all your bases covered for basic registration in Pennsylvania.

- 1. **Confirm your business name is available.**
- 2. **Confirm your professional licensure is current.\***  
\*Only applicable to Professional LLCs and Professional Corporations. All other business structures, skip to step 3.
- 3. **Apply for a Federal Employer Identification Number (FEIN).\***  
\*If you're a foreign registered company and already have an FEIN, skip to step 4.
- 4. **Register your business structure in Pennsylvania.\***  
\*Sole Proprietors do not have to register their business structure.
- 5. **Register your Fictitious Name.\***  
\*Only required if operating under a name that is not the Legal Name of the business or sole proprietor.
- 6. **Register for state tax and employer accounts.\***  
\*Employers must comply with Act 32 on Local Earned Income Tax, and report employee information to the Pennsylvania Department of Labor and Industry.
- 7. **Check for special registrations, if applicable.**
- 8. **Check with the local municipality concerning taxes, zoning requirements, local licenses and permits, and any other regulations.**



*This Checklist can be found with additional details and corresponding links by visiting [business.pa.gov/register.html](https://business.pa.gov/register.html).*