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## How to Start a Business in Arizona Checklist

### 1. Form your business.

#### 1.1. Review Arizona formation options.

Review the four types of business structures available in Arizona. Choose the structure that benefits your business.

#### 1.2. Name your business.

Brainstorm name ideas, check name availability with the state, and if available, register your ideal name with the Arizona Secretary of State.

#### 1.3. Get an Employer Identification Number.

Apply for an EIN on the IRS website.

#### 1.4. Register your business in Arizona.

For those starting a partnership, you must complete and file formation papers with the Secretary of State. For those starting a corporation or LLC, you'll need to complete and file articles of formation with the Arizona Corporation Commission.

#### 1.5. Obtain necessary permits and licenses.

Contact the License Compliance at [LicenseCompliance@azdor.gov](mailto:LicenseCompliance@azdor.gov) or visit your city/town/county offices for more licensing information.

### 2. Register your business for taxes.

#### 2.1. Register for a transaction privilege tax.

Register for transaction privilege tax with the Arizona Department of Revenue.

#### 2.2. Register for withholding tax.

Use the Joint Tax Application, Form JT-1 to apply for withholding tax with the Department of Revenue.

#### 2.3. Register for corporation business tax.

Register and pay corporation business tax using the [AZTaxes.org](http://AZTaxes.org) website.

**3. Hire employees and report them to the state.**

**3.1. Go to the Arizona New Hire Reporting Center.**

Within the first 20 days of employment, you must report newly hired employees to the Arizona New Hire Reporting Center.

**3.2. Obtain Workers' Compensation Insurance.**

Obtain workers' compensation and manage claims on the Industrial Commission of Arizona website.

**3.3. Display mandatory posters in your place of business.**

Display state-mandated posters in crowded and populated areas.