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## How to Start a Business in the District of Columbia Checklist

### 1. Form your business.

#### 1.1. Review DC formation options.

Review the five types of business structures available in DC. 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 Department of Consumer and Regulatory Affairs (DCRA).

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

Apply for an EIN on the IRS website.

#### 1.4. Register your business in DC.

Register for a Basic Business License (BBL) online through the DC Business Center.

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

The DC Business Center wizard will provide you with a checklist of exactly which licenses, certificates, and permits you will need for your specific business.

### 2. Register your business for taxes.

#### 2.1. Register for taxes.

Use the online service center for new business registration filing services.

### 3. Hire employees and comply with state requirements.

#### 3.1. Report all newly hired employees to the state.

All newly hired and rehired employees must be reported to the District of Columbia New Hire Reporting Center within 20 days of their hire date.

3.2. Obtain workers' compensation insurance.

Apply for workers' comp through an insurance agent or a licensed insurance carrier, such as The Hartford.

3.3. Display mandated workplace posters.

Post the six required Labor and Employment documents in the workplace.