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## How to Start a Business in Idaho

### Checklist

#### 1. Form your business.

##### 1.1. Review formation options in Idaho.

There are four basic formatting options; carefully review each one and choose the best option for your business.

##### 1.2. Name your business.

Check the Idaho Secretary of State website to ensure that your chosen name is available for filing an Assumed Business Name Certificate.

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

Apply for an EIN with the IRS.

##### 1.4. Register your business in Idaho.

Complete the appropriate form and submit it online or mail it to the Secretary of State. If submitting online, create a new SOSBiz! account first.

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

Use the Idaho Business Wizard to check which licenses and permits you will need. You can also find all the relevant links there.

#### 2. Register your business for taxes.

##### 2.1. Register for state taxes.

File an Idaho Business Registration (IBR) application on the State Tax Commission webpage.

##### 2.2. Register for a sales and use tax.

You can choose to register for a sales and use tax when filling out your IBR application.

### 3. Hire employees.

#### 3.1. Report all new hires.

File a New Hire Reporting form with the Idaho Department of Labor within 20 days of the date of hire.

#### 3.2. Register for workers' compensation and unemployment insurance.

You can choose to register for workers' compensation and unemployment insurance when filling out your IBR application.

#### 3.3. Put up the required posters.

Download the required posters for free from the Department of Labor's website.