



How to Start a Business in Louisiana Checklist

1. Form your business.

1.1. Review Louisiana formation options.

Review the six types of business structures available in Louisiana. 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 Louisiana Secretary of State.

1.3. Register your trade name.

Register a trade name with the Louisiana Secretary of State if it differs from the business's legal name.

1.4. Get an Employer Identification Number.

Apply for an EIN on the IRS website.

1.5. Appoint a registered agent.

Most business registrations in Louisiana require a registered agent with a physical address in Louisiana.

1.6. Register your business in Louisiana.

The relevant application forms, supporting documentation, and the applicable filing fee must be submitted to the state department's commercial division.

1.7. Obtain necessary permits and licenses.

Go to geauxBiz.com and create a business license checklist.

2. Register your business for taxes.

2.1. Register for sales tax.

If you sell goods or provide taxable services in Louisiana, register with the Department of Revenue (LDR) for a sales tax license and file a monthly or quarterly tax return.

2.2. Register for withholding tax.

Register for withholding tax when you register your business with the Louisiana Department of Revenue.

2.3. Register for corporate income and franchise tax.

Register for corporate income and franchise tax when you register your business with the Louisiana Department of Revenue.

2.4. Apply for an unemployment tax account.

Apply for a Louisiana Unemployment Employer Account online via the Louisiana Workforce Commission's LASTARS portal.

3. Report new employees to the state and get insurance.

3.1. Report new hires.

Report all new hires and returning employees to the Louisiana Directory of New Hires within 20 days of the employee's first day.

3.2. Get mandatory insurance.

Contact the Louisiana Office of Workers' Compensation Administration regarding workers' compensation insurance.