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## How to Start a Business in Massachusetts Checklist

### 1. Form your business.

#### 1.1. Review formation options in Massachusetts.

There are six main types of business entities in Massachusetts. Choose the one that suits your business best.

#### 1.2. Name your business.

After checking to see your name does not exist, register your business name with the Secretary of the Commonwealth.

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

Apply for an Employer Identification Number at the IRS.

#### 1.4. Register your business in Massachusetts.

Sole proprietorships and general partners do not need to file with the state. LLCs and corporations must file online.

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

Check the Massachusetts government website to see if your business requires any special licenses. If you do, apply for them online.

### 2. Register your business for taxes.

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

Apply for your sales tax permit at the Massachusetts Department of Revenue.

#### 2.2. Register for withholding tax.

Register your business with the Massachusetts Department of Revenue to withhold personal income tax from employees.

#### 2.3. Register for the Sales on Meals Tax if needed.

If you sell meals, register your business with the Massachusetts Department of Revenue to begin collecting the mandatory sales tax on every meal sold.

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

**3.1. Visit the Massachusetts government website.**

Report new hires to the Department of Revenue using your existing MassTaxConnect account or by downloading, completing, and mailing a New Hire and Independent Contractor Form.

**3.2. Contribute to unemployment insurance.**

Submit your employment and wage detail report to the Department of Unemployment Assistance using the UI Online reporting tool.

**3.3. Obtain workers' compensation insurance.**

Register with the Department of Industrial Accidents and display the mandatory posters in the workplace.