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## How to Start a Business in Missouri Checklist

### 1. Form your business.

#### 1.1. Review Missouri formation options.

There are four main types of business structures in Missouri. Choose the one that best suits your business.

#### 1.2. Name your business.

After checking to see your name has not already been claimed by another business, register your business name with the Secretary of State.

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

Apply for an Employer Identification Number with the IRS.

#### 1.4. Register your business in Missouri.

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 Secretary of State 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. Apply for a state tax ID number.

Register for a state tax ID number with the Missouri Department of Revenue.

#### 2.2. Register for sales tax.

Apply for sales tax with the Missouri Department of Revenue.

#### 2.3. Register for consumer's use tax.

You must pay consumer's use tax if you make a purchase from a seller out of state without paying Missouri use tax.

2.4. Register for unemployment insurance tax.

If you employ workers, you will need to register for unemployment insurance tax with the Missouri Department of Labor and Industrial Relations.

2.5. Register for withholding tax.

This also applies to businesses that employ workers and can be done via the Missouri Department of Labor and Relations. Use the Missouri withholding tax formula to calculate your withholding tax.

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

3.1. Report your employees to the Department of Social Services.

Report new hires to the Department of Social Services within 20 days of their commencement.

3.2. Obtain workers' compensation insurance.

This is mandatory for businesses employing five or more workers, unless you are in the construction industry, in which case you'll need to obtain this coverage if you employ one or more people.

3.3. Display mandatory posters in your place of business.

Comply with the Missouri Department of Labor and Industrial Relations by displaying the seven mandatory posters. You should also display the applicable federal workplace posters.