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## How to Start a Business in Oregon Checklist

### 1. Form your business.

#### 1.1. Review Oregon formation options.

There are 4 main business formation options in Oregon. Look over the types of business you can register and choose one that best suits your needs.

#### 1.2. Name your business.

Search the Oregon business name database to see if your business name idea is free. You should then register the name with the secretary of state.

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

Apply for an Employer Identification Number at the IRS.

#### 1.4. Register your business.

LLCs and corporations need to submit applications online to register.

Partnerships and sole proprietorships need to file Doing Business As forms if they are using a fictitious business name.

#### 1.5. Obtain necessary permits and certifications.

Search the Oregon license directory to see which permits and licenses you need, and apply for them online.

### 2. Register your business for taxes.

#### 2.1. Register for corporation excise tax.

Corporations and LLCs that operate as LLCs need to file for corporation excise tax with the Oregon Department of Revenue.

#### 2.2. Register for corporate activity tax.

Businesses with commercial activity in excess of \$1 million need to file for corporate activity tax online.

### 2.3. Register for withholding tax.

Businesses with employees, and corporations that hire officers, need to pay payroll taxes. You can register and file online.

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

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