



How to Start a Business in Pennsylvania Checklist

1. Form your business.

1.1. Review Pennsylvania formation options.

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

1.2. Name your business.

After checking to see your name does not exist, 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 Pennsylvania.

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 Department 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. Register for unemployment tax.

Apply for unemployment tax at the Pennsylvania Department of Labor & Industry.

2.2. Register for Pennsylvania Sales and Use Tax.

Apply for sales and use tax at the Pennsylvania Department of Revenue.

2.3. Register for unemployment tax.

Visit the Pennsylvania Farm Bureau to see if your vehicles require taxing.

3. Hire employees and report them to the state.

3.1. Register new employees with the Pennsylvania Directory of New Hires.

New employees should be reported within 20 days of employment.

3.2. Check your business employer requirements.

Ensure that you meet various labor, safety and tax obligations.