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## How to Start a Business in South Dakota Checklist

### 1. Form your business.

#### 1.1. Review South Dakota formation options.

Research the different types of legal structures in South Dakota. Choose the legal structure that benefits your business.

#### 1.2. Name your business.

Brainstorm name ideas and conduct a name availability search with the Secretary of State. Once you've verified that your name is available, register it with the state.

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

Register for an EIN on the IRS website.

#### 1.4. Register your business in South Dakota.

Complete and file business formation documents with the South Dakota Secretary of State. Sole proprietorships and general partnerships are exempt.

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

Consult with your local city council to check on specific business licenses and permits that your business may require.

### 2. Register your business for taxes.

#### 2.1. Register for sales/use tax.

You can register for sales/use tax with the South Dakota Department of Revenue.

#### 2.2. Register for municipal tax.

To learn more about the property tax, download forms, and register, visit the South Dakota Department of Revenue website.

2.3. Register for reemployment assistance tax.

Register for reemployment assistance tax on the South Dakota Department of Labor & Regulation website.

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

3.1. Report newly hired employees to the New Hire Reporting Center.

Go to the South Dakota New Hire Reporting Center website. Report all new employees to the New Hire Reporting Center within 20 days of employment.

3.2. Obtain workers' compensation insurance.

South Dakota law does not require employers to get workers' compensation. However, the state's Department of Labor & Regulation recommends it.

3.3. Display mandatory posters in your place of business.

State-mandated posters must be displayed in a populated area in the workplace.