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## How to Start a Business in Utah Checklist

### 1. Form your business.

#### 1.1. Review formation options in Utah.

Research the business formation options in Utah and choose one that meets your needs.

#### 1.2. Name your business.

Perform a business name search using the state's portal and search the USPTO trademark database to see if your name has been taken.

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

Apply for an EIN with the IRS.

#### 1.4. Register your business in Utah.

Register your business online quickly and easily.

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

Research which permits and licenses you need for your specific industry.

### 2. Register your business for taxes.

#### 2.1. Register for corporate income taxes.

Any business that earns an income needs to file for corporate income tax.

#### 2.2. Register for employer taxes.

Any business with employees needs to get an EIN from the IRS.

#### 2.3. Register for sale and use tax.

If your business sells goods, you will need to register for sales and use tax.

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

#### 3.1. Complete form I-9.

Have employees complete form I-9 to verify that they can work in the U.S.

#### 3.2. Complete a withholding tax certificate.

Have employees fill out a withholding tax certificate.

#### 3.3. Report new hires.

Report new hires using Utah's online reporting tool.

#### 3.4. Register for payroll taxes.

You can register for payroll taxes with the Social Security Administration.

#### 3.5. Get workers' compensation insurance.

Apply for workers' compensation insurance through the Utah Labor Commission.

#### 3.6. Research required workplace posters.

Visit the Utah Labor Commission to find out which posters you need to display.