

# PENNSYLVANIA BUSINESS ONE-STOP SHOP

## AN ENTREPRENEUR'S CONNECTION TO BUSINESS GROWTH



Pennsylvania Business One-Stop Shop is the first stop for many individuals who have ideas for new business opportunities or simply need to learn about the vast toolbox of services and resources available within Pennsylvania. Committed to making it as easy as possible to get fast, efficient assistance, Pennsylvania Business One-Stop Shop is the key that unlocks the door to successful business startups, growth, and expansion.

### HOW CAN WE HELP?

- ✓ **TECHNICAL**
  - Access small business resources
  - Connect with our regional partners
- ✓ **REGISTRATION**
  - Business name or structure
  - Federal EIN
  - As an employer in PA
  - Sales Tax ID
  - Special licenses
- ✓ **FUNDING**
  - DCED programs
  - Local resources
  - Additional options
- ✓ **DIVERSE BUSINESS**
  - Self-certify: woman, minority, veteran, disabled, & LGBT
  - Special DCED financing programs

### YOUR ROADMAP TO BUSINESS CREATION

Our Entrepreneur's Guide is a comprehensive resource for starting a business in Pennsylvania. Need to know where to start? Have a question about registration? Not sure who to call about funding? It's all here, plus a step-by-step outline to ensure you're on the right path and assessments to help you formulate business plans, navigate registration, identify funding, find advice, and more. Download it today at [business.pa.gov](http://business.pa.gov).

### OUR PARTNERS

**PA Small Business Development Centers (PA SBDC)**  
[pasbdc.org](http://pasbdc.org)

**SCORE**  
[score.org](http://score.org)

**Small Business Administration (SBA)**  
[sba.gov](http://sba.gov)

**Partnerships for Regional Economic Performance (PREP)**  
[dced.pa.gov/prep](http://dced.pa.gov/prep)

### CONTACT US

PA Department of Community & Economic Development  
Toll-free: 1.833.722.6778  
[business.pa.gov](http://business.pa.gov)



02/01/2018



# BUSINESS REGISTRATION CHECKLIST



Use our Business Registration Checklist to ensure you've got all your bases covered for basic registration in Pennsylvania.

- 1. **Confirm your business name is available.**
- 2. **Confirm your professional licensure is current.\***  
\*Only applicable to Professional LLCs and Professional Corporations. All other business structures, skip to step 3.
- 3. **Apply for a Federal Employer Identification Number (FEIN).\***  
\*If you're a foreign registered company and already have an FEIN, skip to step 4.
- 4. **Register your business structure in Pennsylvania.\***  
\*Sole Proprietors do not have to register their business structure.
- 5. **Register your Fictitious Name.\***  
\*Only required if operating under a name that is not the Legal Name of the business or sole proprietor.
- 6. **Register for state tax and employer accounts.\***  
\*Employers must comply with Act 32 on Local Earned Income Tax, and report employee information to the Pennsylvania Department of Labor and Industry.
- 7. **Check for special registrations, if applicable.**
- 8. **Check with the local municipality concerning taxes, zoning requirements, local licenses and permits, and any other regulations.**



*This Checklist can be found with additional details and corresponding links by visiting [business.pa.gov/register](https://business.pa.gov/register).*