



Checklist for Starting a Business

Legal Requirements:

1. Decide if you wish to be a sole proprietor, partnership, LLC, or corporation.
2. File appropriate papers with the state, see www.dced.state.ak.us or call 465-2570.
3. Obtain an Alaska Business License, call 465-2550, or visit http://www.commerce.state.ak.us/occ/apps/BLEC_Start.cfm
4. Obtain a local business license, if required. Get local sales tax info (for CBJ call 586-5265).
5. Check for occupational licensing or special permits needed (above web-sites), city planning & zoning.

Hiring Independent Contractors:

1. Review IRS publication 15A. In general, an independent contractor sets their own hours, provides their own tools, has a business license, works for more than one business or client, and performs a specific task (i.e. bookkeeping), rather than being an integral & ongoing part of the business operation.

Strongly Recommended:

1. Prepare a written business plan, complete with marketing plan & financial projections.
2. Verify feasibility of the business (and secure financing, if needed) prior to investing significant amounts of money
3. Take advantage of free (or subsidized) consulting services from one or more of the following organizations: JEDC, SBDC, T&H.
4. Open a business bank account and keep personal & business accounts & expenses separate.

Hiring Employees:

1. Obtain an Employer ID # (EIN) from the IRS call 1-800-829-3676.
2. Review Publication 15 from www.irs.gov to understand the payroll tax obligations.
3. Register with the Alaska Dept. of Labor, 907-465-2790.
4. Obtain Worker's Compensation coverage through an insurance company.
5. Maintain compliance with Occupational Safety & Health Act (OSHA), 465-4855.
6. Notify AK Child Support Enforcement Division of all new hires within 20 days, <http://www.childsupport.alaska.gov/Forms/04-1050NewHireReporting-Fill-In.pdf>.