

Starting your business in Indiana

2021 Guide

Martha Warner, LLC



Before you get started

Take the following steps to make sure to save time and to simplify your process.

1. **Select a business name, but make sure it's available!**
2. **Set up an email account strictly for your business.**
3. **Gather the names, addresses, phone numbers, and social security numbers for all key business personnel who will have a stake in the business.**

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Checklist



The following steps will help you start your business in Indiana.

Choose and register your legal structure at the Secretary of State's website

You have some options! Most often, you'll choose from:

- LLC: Articles of Organization (\$90 online and \$30 every 2 years)
- S Corp/C Corp: Articles of Incorporation (\$90 online and \$30 every 2 years)
- Sole Proprietor/Partnership: County Recorder filing (\$25 in office)

Protect your legal structure with attorney or with LegalZoom

You can opt for an attorney, but you can also use LegalZoom to create:

- A Standard Operating Agreement (used with LLC)
- Articles of Incorporation and By-laws (used with corporations and non-profits)

Get your Employer Identification Number (EIN)

Be careful to use the correct website! There are many websites that appear to be government websites, but they cost. You should never pay for your EIN.

- Go to <https://sa2.www4.irs.gov/modiein/individual/indez.jsp>
- File your application for EIN (you'll need to know your NAICS code)
- Fill out **FORM 2553** if filing for an S Corp or filing your LLC as an S Corp (to save on taxes)

Complete your state tax registration

You need to register your business for tax collection. The stagnant form is BT-1, but if you used the IN.BIZ website above, you can use that same website to register for taxes. This registration cost \$25, and there is a convenience fee if you submit (and pay) online.

Once you have completed those steps, your business is legal in the state of Indiana.

But you still have a few other items to take care of.

Register with the Department of Workforce Development if you're going to have employees.

Open a business bank account (must have EIN) as required for all LLCs and Corporations.

Track all of your accounting income and expenses.

Overwhelmed? If you're looking for additional help, contact me to get the help you need!

Business info

Business name:

EIN:

Business start date:

Business address:

Business phone number:

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