

## **How to Start a Business in Tennessee** Checklist

1.	Form your business. $\square$	
	1.1. Review Tennessee formatting options. $\Box$	
	There are four main types of legal business structures recognized in Tennessee. Choose	
	the one that suits your business.	
	1.2. Name your business. □	
	Once you've verified that your ideal business name is available, you can register it with	
	the Tennessee Secretary of State.	
	1.3. Get an Employer Identification Number. $\Box$	
	Obtain your EIN from the IRS website.	
	1.4. Register your business in Tennessee. □	
	Complete and file formation documents with the Tennessee Secretary of State if you're	
	starting an LLC, LP, LLP, or a corporation. Sole proprietorships and general partnerships	
	do not need to file any formal documents.	
	1.5. Obtain necessary permits and licenses. $\square$	
	Check the Tennessee state website to see if your business requires any special permits	
	or licenses. The state of Tennessee does not have a statewide business license.	
	However, depending on your business, you may need one from a local office.	
2.	. Register your business for taxes. $\square$	
	2.1. Register for a sales and use tax. $\square$	
	Apply for a seller's permit from the Tennessee Department of Revenue.	
	2.2. Register for Tennessee business tax. □	

		Register your business for withholding tax with the Tennessee Department of Revenue.
	2.3.	Register for gross receipts tax. □
		Apply for gross receipts tax with the Tennessee Department of Revenue.
	2.4.	Register for unemployment insurance tax. $\square$
		Find out if your business is liable for unemployment insurance tax by visiting the
		Tennessee Department of Labor and Workforce Development website. If your business
		qualifies, apply for an eight-digit employer account number.
3.	Hire	employees and report them to the state. $\square$
	3.1.	Go to the Tennessee Department of Human Services website. $\Box$
		All new or rehired employees must be reported within 20 days of employment. You can
		register all employees on the Department of Human Services website.
	3.2.	Obtain Workers' Compensation Insurance. $\square$
		Visit the Department of Labor and Workforce Development to find out more about
		workers' compensation and rates. The Bureau of Workers' Compensation offers a
		variety of resources to help you through the process.
	3.3.	Display mandatory posters in your place of business. $\square$
		Tennessee law requires that all employees display information about employee wages,
		decimation in the workplace, and more. You can find a list of printable posters on the
		Department of Labor and Workforce Development's website.