

OPEN

how to
START a
BUSINESS

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DETERMINE YOUR BUSINESS CONCEPT & DEVELOP YOUR BUSINESS PLAN

⇒ **Describe your business**

- Products & Services
- Industry
- Customers
- Competition

⇒ **Assess feasibility**

- Conduct marketing research
- Determine funding needs

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DETERMINE BUSINESS STRUCTURE

⇒ **Sole Proprietor**

⇒ **General and Limited Partnership**

⇒ **Corporation**

⇒ **Limited Liability Company (LLC)**

**You may wish to consult with a tax practitioner, accountant, or attorney for help.*

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CREATE A CUSTOMIZED BUSINESS LICENSE CHECKLIST

⇒ **Create a geauxBiz account**

- www.geauxbiz.com

**Prior to beginning the registration process, ensure that you are ready to commit to the routine filing requirements.*

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REGISTER YOUR BUSINESS

⇒ Reserve your business name

- www.geauxbiz.com

⇒ Obtain your federal tax identification number

- www.irs.gov

⇒ Register with state entities

- www.geauxbiz.com

- Louisiana Secretary of State | Louisiana Department of Revenue | Louisiana Workforce Commission

⇒ Obtain industry-specific licenses and local licenses

- Occupational License are processed by:

Assured Compliance Inc. (ACI)

1704 Chantilly Drive, Suite 101 | LaPlace, LA 70068

Phone: (985) 359-6600 | Website: www.lalocaltax.com

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SATISFY TAX REQUIREMENTS

⇒ What taxes will I have to pay?

- Employee/Employer Taxes/Self-Employment Tax
 - Visit www.irs.gov for more information
- Unemployment Tax
 - Visit www.laworks.net for more information

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SATISFY INSURANCE REQUIREMENTS

⇒ What kind of insurance should I have?

- General Liability, Property, Business Interruption
- Worker's Compensation

**Check with an insurance professional about your business. Visit www.Ldi.state.la.us for a complete list of insurance providers in your area.*

WORDS TO KNOW

◆ Federal Tax ID Number

- Often referred to as an Employer Identification Number (EIN). This number is used by the IRS to identify your business entity.

◆ State Sales Tax ID Number

- The Louisiana Department of Revenue decides if a business needs to collect sales tax and obtain a sales tax ID number.

◆ Occupational License

- Grants a business permission to operate in a specified geographical area.

◆ Certificate of Occupancy

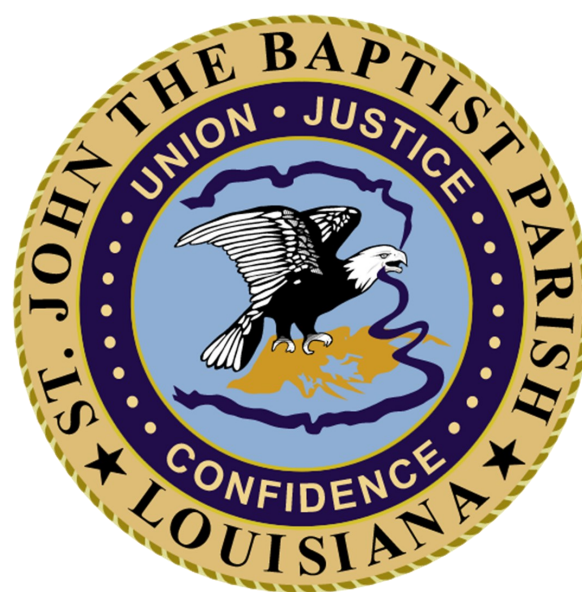
- Ensures the business property is properly zoned and the business building is safe to occupy.

◆ Worker's Compensation

- Mandatory insurance coverage that all employers operating in Louisiana must provide their employees.

◆ Unemployment Tax

- A tax employers must pay to assist in providing benefits to unemployed workers who are eligible to claim unemployment insurance.



ST. JOHN
ECONOMIC DEVELOPMENT

For more information, email at economicdevelopment@stjohn-la.gov or call 985-652-9569.