

**Starting a New Business
A Helpful Checklist to get you Started!**



1. Decide on a name for your business and register it with Utah State Department of Commerce. This may be done on the internet at www.business.utah.gov/registration. This One Stop Business Registration site is a secure online service available 7 days a week, 24 hours a day. You may also reach them by calling (877) 526-3994.

Completed Date _____

2. If you are a sole proprietor who has employees, or you are a partnership or incorporated, you will have to get a federal tax ID number, also known as an Employer Identification Number (EIN). If you are a sole proprietor with no employees, your social security number will serve as your ID number.

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may [apply online](#). This is a free service offered by the Internal Revenue Service. Go to IRS.GOV to apply for this number.

Completed Date _____

3. Contact the Utah State Tax Commission for a Sales Tax Number. They can answer all your questions on whether or not you will need a sales tax number.

How do I get a sales tax number?

You can apply online through Utah's [OneStop Online Business Registration](#) service or by mail using [Form TC-69, Utah State Business and Tax Registration](#). Your sales tax license will be mailed to you within 30 days of approval. If you or other listed owners, partners, officers, members or trustees have a history of filing or paying sales tax late, you must pay the outstanding liabilities and/or post a surety bond before receiving a new sales tax license.

Completed Date _____

4. Department of Professional Licensing (DOPL or State License)
Contact them to find out if you will need a state license.
Phone: (801) 530-6628 Toll-Free: (866) 275-3675

Completed Date _____

5. Salt Lake Valley Health Department.
Non Food Related Phone Number (801) 313-6656
Food Related Phone Number (801) 313-6620

OR

Department of Agriculture
(801) 538-7159

Completed Date _____

***** It is applicants responsibility to provide these items when presenting business license application. Incomplete applications will not be accepted. Once these things are completed THEN you may apply for a South Jordan City Business License. If it does not apply to you then please N/A the box.**