

# MISSOURI BUSINESS PORTAL

Your gateway for business in Missouri

<http://www.business.mo.gov/>

## BUSINESS REGISTRATION CHECKLIST

*As you prepare to register your business, please use this checklist to ensure that you have the information needed to successfully complete your registration. The links provided at the end of each section will take you to web sites that can provide a more detailed explanation of the information required.*

### Ownership

- Ownership type
  - Sole owner, Partnership, Limited Partnership, Limited Liability Partnership, Limited Liability Limited Partnership, Government, Trust, Corporation, Limited Liability Company, Estate, Indian Tribe, Religious Organization, Fraternal Organization, Labor Organization/Union, Association, and other Not-for-Profit.
  - Number of shares and their value
- If already registered with the Secretary of State, will need registration or charter number and date of registration or charter
- Purpose/Nature of the business for each location (if applicable)
- If non-Missouri corporation, need charter number and registration/charter date
- If exempt from registering with the Missouri Secretary of State, need to state why
- Non-profit – public or mutual benefit or 501(c) (3)
- If LLC, need:
  - Management by manager or members
  - How the LLC is taxed: Partnership, Disregarded, Corporation
- If LP, need:
  - General Partner and Limited Partner information
- If LLP need:
  - Partners information

### Name Check

- Before drafting articles of organization, it is imperative that you check the availability of the desired name with the Secretary of State's office.

### Registered agent

- Name and address

### Owner's Information

- Name
- Mailing address, including county, telephone
- Social Security Number (SSN) and birth date
- Federal Employer Identification Number (FEIN)

For more information, refer to the Secretary of State's [Starting a Business](#) page.

## **Federal Employer Identification Number**

- If required to register your business with the Internal Revenue Service (IRS), you will need to have the Federal Employer Identification Number (FEIN) for your business. The IRS requires most businesses that employ workers, including all corporations, to have a FEIN.

For more information, refer to the Internal Revenue page on [Employer ID Numbers](#).

## **Officers, Partners, Members or Spouse (of sole owner) information**

- Name
- Title
- Effective date of title
- SSN or FEIN (if partner or member is a corporation)
- Birth date
- Home address
- City, state, county, zip
- Percent of ownership
- Duration of business
  - o The events, if any, on which the business is to dissolve or the number of years the business is to continue. May be any number or perpetual.
  - o The answer to this question could cause possible tax consequences. You may wish to consult with your attorney or accountant.

## **Business Address**

- Physical location address of business and county and districts
- Nature of Business
- Trade Name of Business (if any)

## **If applying for sales/use tax (Your application can be processed, but a sales/use tax bond is required before a license can be issued.)**

- Physical address and mailing address of business
- Inside or outside city limits
- County
- Districts
- Estimated monthly sales
- Type of sales – food, liquor, tobacco, school textbooks or supplies

## **If registering for withholding**

- Estimated monthly wages
- FEIN (unless you are a domestic employer who is hiring a household employee)

For more information, refer to the Department of Revenue Business Tax [Frequently Asked Questions](#) page.

**If registering for unemployment tax and have already paid wages**

- First date worker hired
- Amount of wages paid quarterly and/or to-date
- Average number of workers
- Number of weeks per calendar year workers have been employed to date

**If purchased business from a previous owner**

- Previous owner's name
- Previous business name, address, Missouri tax id number and FEIN
- Percentage of previous business purchased
  - o List of locations of new owner
  - o List of locations of previous owner
- Common ownership/management/control information
  - o Is there a family relationship between the new and previous owners? Explain.
  - o How many employees of the previous operator work for the new owner/entity?
- Purchase price and what was purchased
  - o Inventory
  - o Fixtures
  - o Equipment
  - o Real estate
  - o Other

**If another entity is providing employees to you or you are providing employees to another entity**

- Entity's name, mailing address, contact telephone number
- Date agreement began
- Date agreement ceased
- Number of workers that are not covered under the agreement

For more information, refer to the Department of Labor and Industrial Relations [Unemployment Insurance Tax](#) page.