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STEPS TO START YOUR BUSINESS

Do these steps in order. Create a legal business in Ohio using this guide from Elevate Northland.



Elevate Northland

**Name your
business &
register with
State of Ohio**

1

Choose your name after doing an Ohio Business Search, Trademark search and a Whois.com search to make sure your name is new and not already taken. Then register at the Ohio Secretary of State website, file for a Trade Name, and purchase a domain name for a website and email.

**Keep
business
money
separate from
personal
money**

2

Go online and get an EIN number for your business. Open a separate bank account or credit union account to keep your business money separate and allow you to accept credit/debit cards or online payments. Make spreadsheets to track money or get an accounting program.

**Get any
licenses
needed for
your
business**

3

If you open a restaurant, nail salon, health business, school, or many other types of business, you need a special license. Search for business license rules at the State of Ohio.

**Make sure
your business
will work
before paying
for a store or
building**

4

Before you make a big decision like renting a store, test your business by starting in a shared space, a "business incubator" or from your home. Make sure your plan to get customers and make money works. Take classes, read and ask for advice.

**Advertise a lot.
Hire employees
carefully.
Know about and
pay all taxes.**

5

Once your business is open, make sure everyone knows! Create professional-looking advertising and signs. Make sure you are following all of the rules for paying payroll tax, sales tax and income taxes to the city, state and U.S. government.