Step-By-Step Registration Process for a **SOLE PROPRIETORSHIP**

This process should only begin if a feasibility checklist, a business plan, and proper name research has been completed.

START HERE

**1**

Conduct name search on Illinois Secretary of State Web Page\*

Contact County Clerk to Publish Assumed Name in local Newspaper. (See Page 8)

**6**

**5**

Check Illinois Department of Professional Regulations for Licenses. (See Page 9)

Register with the Illinois Department of Revenue - REG-1 Application (See page 5)

[www.revenue.state.il.us](http://www.revenue.state.il.us)

**2**

**8**

Check with Other State Agencies, such as DCFS.

**7**

Check County and citytax requirements and business registration.

Fill out IRS Form SS-4 and obtain an FEIN. (See Page 3) www.irs.gov www.irs.gov

[www.IRS.gov](http://www.IRS.gov)

Register with your County Clerk’s office - Business License Application (See Page 6 or 7)

**3**

**4**

**OPEN BUSINESS!!**

**\*Step 1** is suggested but not required with this entity selection but will be if/when incorporate or become an LLC

**Steps 6 and 8** are dependent upon the kind of business you are starting.

Step-By-Step Registration Process for a **GENERAL PARTNERSHIP**

This process should only begin if a feasibility checklist, a business plan, and proper name research has been completed.

START HERE

**1**

Conduct name search on Illinois Secretary of State Web Page\*

**6**

Check Illinois Department of Professional Regulations for Licenses. (See Page 9)

Contact County Clerk to Publish Assumed Name in local Newspaper. (See Page 8)

**5**

Fill out IRS Form SS-4 and obtain an FEIN. (See Page 3) [www.irs.gov](http://www.irs.gov)

**2**

**7**

Check County and citytax requirements and business registration.

**OPEN BUSINESS!!**

Register with your County Clerk’s office - Business License Application (See Page 6 or 7)

**4**

Register with the Illinois Department of Revenue - REG-1 Application (See page 5)

[www.revenue.state.il.us](http://www.revenue.state.il.us)

**3**

Register with the Illinois Department of Revenue. (See page 5)

Check with Other State Agencies, such as DCFS.

**8**

**\*Step 1** is suggested but not required with this entity selection but will be if/when incorporate or become an LLC.

**Steps 6 and 8** are dependent upon the kind of business you are starting.

Step-By-Step Registration Process for a **LIMITED PARTNERSHIP**

This process should only begin if a feasibility checklist, a business plan, and proper name research has been completed.

START HERE

Conduct name search on Illinois Secretary of State Web Page

**1**

Contact County Clerk to Publish Assumed Name in local Newspaper. (See Page 8)

**6**

Register Articles of Incorporation with Secretary of State. (See Page 4) [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

**OPEN BUSINESS!!**

Register with your County Clerk’s office - Business License Application (See Page 6 or 7)

**5**

**2**

Check Illinois Department of Professional Regulations for Licenses. (See Page 9)

Check with Other State Agencies, such as DCFS.

**7**

**4**

**9**

Fill out IRS Form SS-4 and obtain an FEIN. (See Page 3) [www.irs.gov](http://www.irs.gov)

Register with the Illinois Department of Revenue - REG-1 Application (See page 5)

[www.revenue.state.il.us](http://www.revenue.state.il.us)

**3**

Check County and citytax requirements and business registration.

**8**

**\*Step 1** is suggested but not required with this entity selection but will be if/when incorporate or become an LLC

**Steps 7 and 9** are dependent upon the kind of business you are starting.

Step-By-Step Registration Process for a **C – CORPORATION**

This process should only begin if a feasibility checklist, a business plan, and proper name research has been completed.

START HERE

**1**

Conduct name search on Illinois Secretary of State Web Page

Register Articles of Incorporation with Secretary of State. (See Page 4) [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

**5**

Register with your County Clerk’s office - Business License Application (See Page 6 or 7)

**2**

**6**

Contact County Clerk to Publish Assumed Name in local Newspaper. (See Page 8)

**OPEN BUSINESS!!**

**7**

Check Illinois Department of Professional Regulations for Licenses. (See Page 9)

Fill out IRS Form SS-4 and obtain an FEIN. (See Page 3)

[www.irs.gov](http://www.irs.gov)

**9**

Check with Other State Agencies, such as DCFS.

**4**

Register with the Illinois Department of Revenue - REG-1 Application (See page 5)

[www.revenue.state.il.us](http://www.revenue.state.il.us)

**3**

**8**

Check County and citytax requirements and business registration.

**Steps 7 and 9** are dependent upon the kind of business you are starting

Step-By-Step Registration Process for an **S – CORPORATION**

This process should only begin if a feasibility checklist, a business plan, and proper name research has been completed.

START HERE

Register with the Illinois Department of Revenue - REG-1 Application (See page 5)

[www.revenue.state.il.us](http://www.revenue.state.il.us)

Conduct name search on Illinois Secretary of State Web Page

**1**

**5**

Register with your County Clerk’s office - Business License Application (See Page 6 or 7)

**6**

**OPEN BUSINESS!!**

Register Articles of Incorporation with Secretary of State. (See Page 4) [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

**4**

File IRS Form 2553 to become an S-Corporation. \*\*

**7**

**2**

Check with Other State Agencies, such as DCFS.

**10**

Contact County Clerk to Publish Assumed Name in local Newspaper. (See Page 8)

*\*\*Form completed automatically during initial FEIN application. Only need IRS form 2553 if making changes after the initial application process.*

**3**

Fill out IRS Form SS-4 and obtain an FEIN. (See Page 3) [www.irs.gov](http://www.irs.gov)

**8**

Check County and citytax requirements and business registration.

Check Illinois Department of Professional Regulations for Licenses. (See Page 9)

**9**

**Steps 8 and 9** are dependent upon the kind of business you are starting.

Step-By-Step Registration Process for a **LIMITED LIABILITY PARTNERSHIP/COMPANY**

This process should only begin if a feasibility checklist, a business plan, and proper name research has been completed.

START HERE

**1**

**7**

Conduct name search on Illinois Secretary of State Web Page

**6**

Contact County Clerk to Publish Assumed Name in local Newspaper. (See Page 8)

Register with your County Clerk’s office - Business License Application (See Page 6 or 7)

**OPEN BUSINESS!!**

Register with the Illinois Department of Revenue - REG-1 Application (See page 5)

[www.revenue.state.il.us](http://www.revenue.state.il.us)

**2**

Register Articles of Organization, Form LLC 5.5, with Secretary of State. (See Page 4) [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

**8**

**5**

Check Illinois Department of Professional Regulations for Licenses. (See Page 9)

**10**

Check with Other State Agencies, such as DCFS.

Fill out IRS Form SS-4 and obtain an FEIN. (See Page 3) at irs.gov

IRS.gov[www.irs.gov](http://www.irs.gov)

**3**

**4**

**9**

Check County and citytax requirements and business registration.

Fill IRS 8832 Form for Entity Classification. (See Page 3)\*\*

*\*\*Form completed automatically during initial FEIN application. Only need IRS 8832 Form if making changes after the initial application process.*

**\*Step 1** is suggested but not required with this entity selection but will be if/when incorporate or become an S-Corp, C-Corp or LLC.

**Steps 8 and 9** are dependent upon the kind of business you are starting.