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*

2. Register with the Illinois Department of Revenue - REG-1 Application (See page 5) www.revenue.state.il.us

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

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

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

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

7. Check County and city tax requirements and business registration.

8. Check with Other State Agencies, such as DCFS.

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*

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

3. Register with the Illinois Department of Revenue - REG-1 Application (See page 5) www.revenue.state.il.us

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

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

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

7. Check County and city tax requirements and business registration.

8. Check with Other State Agencies, such as DCFS.

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 **LIMITED 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

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

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

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)

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

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

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

8. Check County and city tax requirements and business registration.

9. Check with Other State Agencies, such as DCFS.

**OPEN BUSINESS!!**

*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
2. Register Articles of Incorporation with Secretary of State. (See Page 4) www.cyberdriveillinois.com
3. Fill out IRS Form SS-4 and obtain an FEIN. (See Page 3) www.irs.gov
4. Register with the Illinois Department of Revenue - REG-1 Application (See page 5) www.revenue.state.il.us
5. Register with your County Clerk’s office - Business License Application (See Page 6 or 7)
6. Contact County Clerk to Publish Assumed Name in local Newspaper.
7. Check Illinois Department of Professional Regulations for Licenses. (See Page 9)
8. Check County and city tax requirements and business registration.
9. Check with Other State Agencies, such as DCFS.
OPEN BUSINESS!!

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

1. Conduct name search on Illinois Secretary of State Web Page

2. Register Articles of Incorporation with Secretary of State. (See Page 4) www.cyberdriveillinois.com

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

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

5. Register with the Illinois Department of Revenue - REG-1 Application (See page 5) www.revenue.state.il.us

6. Register with your County Clerk’s office - Business License

7. Contact County Clerk to Publish Assumed Name in local Newspaper.

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

9. Check County and city tax requirements and business registration.

10. Check with Other State Agencies, such as DCFS.

OPEN BUSINESS!!

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. Conduct name search on Illinois Secretary of State Web Page

2. Register Articles of Organization, Form LLC 5.5, with Secretary of State. (See Page 4) www.cyberdriveillinois.com

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

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

5. Register with the Illinois Department of Revenue - REG-1 Application (See page 5) www.revenue.state.il.us

6. Register with your County Clerk's office - Business License

7. Contact County Clerk to Publish Assumed Name in local Newspaper.

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

9. Check County and city tax requirements and business registration.

10. Check with Other State Agencies, such as DCFS.

**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.