Pennsylvania
Business One-Stop Shop

Business Registration Checklist

Success! You are well on your way to registering your business. Based on your answers, we have created a checklist with step-by-step guidance for registering your business. **NOTE**: Different responses may yield different steps. If you wish to try again, please create a new checklist, edit this checklist, or Return to Business Registration Checklist start.

The information below is a guide and should not take the place of legal and/or tax advice. We recommend consulting with a lawyer, accountant, and insurance agent when forming a business.

To save your checklist, create a user profile or login to the Business Hub.

You have indicated:

Before you Register

- ☐ **Step 1** Some institutions may have requirements beyond those required by the Commonwealth. Check with your bank or financial institution and insurance company regarding their requirements to open an account.
- ☐ **Step 2** For Information about applicable local taxes, zoning requirements, local licenses, local permits, and any other local regulations, please contact your locality and county governments. Based upon the business address you provided, please use the following contact information:

Conclusion – Review the information below after you've completed the steps above.

Don't forget to obtain any local licenses, permits, and/or special licenses that may be necessary based on your business activity, as determined in the pre-registration section of the checklist. Once you've completed all the steps on the checklist and received any necessary licenses and/or permits, you should be ready to operate!

Pennsylvania Annual Reports

Most domestic and foreign associations are required to file an Annual Report in Pennsylvania. Your first report will be due in the year following your initial formation. For example, if you register your business in 2025, your first Annual Report is due in 2026. Please refer to the Department of State's Annual Reports in Pennsylvania webpage for more information.

Federal Beneficial Ownership Information (BOI) Reporting Requirement for Foreign Businesses

Businesses formed under the law of a foreign country are required to report beneficial ownership information to the federal government. Please visit the Beneficial Ownership Information Reporting FAQs website for more information.

Additional Resources:

Are you interested in business funding? Refer to our Small Business Funding webpage for more information about funding opportunities.

Are you looking for confidential business consulting, free and low-cost training, or ongoing training? Request consulting services from your nearest Small Business Development Centers (SBDC) .

Are you a veteran in need of additional business assistance? Sign up today for assistance through the Veterans Business Outreach Center at Penn State .

Do you need help with a regulated utility matter before the Pennsylvania Public Utility Commission, state and federal regulatory agencies, or courts? Contact the Office of Small Business Advocate for assistance for assistance.

Feedback:
We welcome your feedback .

If you require additional assistance or have any questions regarding your Business Registration Checklist, email us using the electronic contact form or call us at 1-833-722-6778, Option 5.