



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 [go back to beginning](#).

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 One-Stop Shop 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. These contacts will be determined by the business address you entered.
- Step 3** Not all business activities require additional licensing beyond the basic business registrations listed below. Review the [Federal, State, County, and Local License Guide](#) or [contact us](#) for more information about any state agency(s) or organization(s) that handle potential special permits, authorizations, or licenses based on your business activity.

Register your Business

- Step 1** Register your business structure with the Pennsylvania Department of State by filing the proper form in Business Filing Services. To register a Limited Liability Company, use the Pennsylvania Department of State's Business Filing Services system to complete and submit the [Certificate of Organization Limited Liability Company \(15-8821\)](#). Fee: \$125

For assistance with completing this step, refer to the [Start a New Business in BFS](#) help guide and/or the [How to Register a LLC](#) video tutorial.

REGARDING YOUR PREFERRED LEGAL BUSINESS NAME:

- Step 2** Register your fictitious name in the [PA Department of State's Business Filing Services](#)

REGARDING YOUR PREFERRED FICTITIOUS BUSINESS NAME:

- Step 3** **Cosmetology**

(812112) Hair stylist salons or shops, unisex or women's

For initial licensure with the State Board of Cosmetology, you must register and apply online at the Pennsylvania Licensing System (PALS) <https://www.pals.pa.gov/>

- Step 4** Register your business with the Pennsylvania Department of Revenue using the [PA Online Business Tax Registration available on myPATH](#). Information submitted to the Department of Revenue will be shared with the Department of Labor and Industry.

For assistance with completing this step, refer to the [Apply for State Business Taxes](#) help guide and/or the [How to Apply for State Tax Accounts](#) video tutorial.

When completing the [PA Online Business Tax Registration available on myPATH](#), please remember to apply for the below license and/or certificate types:

- [Sales, Use, & Hotel Occupancy Tax License](#)
- [Employer Withholding Tax](#)

Once you have established the account(s) indicated above, you will also use myPATH to file returns and/or make payments.

- Step 5** Pennsylvania law requires all employers to report the hiring of employees to the Pennsylvania New Hire Reporting Program, for the purposes of child support enforcement. This reporting may be done through the [Pennsylvania CareerLinkSM](#) website. Pennsylvania CareerLinkSM can also be used to post jobs and identify potential job candidates. Visit [Pennsylvania CareerLinkSM](#) to learn more and register.

For more information about worker's compensation and additional information about hiring employees in PA, refer to the [Steps to Hiring Employees in PA](#) video tutorial.

- Step 6** You have indicated that you will have employees, you will need to register for Unemployment Compensation Tax via Department of Revenue's [PA Online Business Tax Registration available on myPATH](#).

For assistance with completing this step, refer to the [Apply for State Business Taxes](#) help guide and/or the [How to Apply for State Tax Accounts](#) video tutorial. For more information about Unemployment Compensation and hiring employees in PA, refer to the [Steps to Hiring Employees in PA](#) video tutorial.

- Step 7** If you will have any employees who are not also owners, partners, or members, you will be required to obtain a Workers' Compensation Insurance Policy before the first day of work for your first employee. Contact your insurance agent or [view](#) a list of insurance companies licensed to conduct business in PA. You may also contact the State Workers' Insurance Fund. If you believe you may qualify for a religious exemption, please view the [instructions \(LIBC-14\)](#) and applications [LIBC-14A](#) and [LIBC-14B](#).

For more information about worker's compensation and additional information about hiring employees in PA, refer to the [Steps to Hiring Employees in PA](#) video tutorial.

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.