

# 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:

- What would you like to change? Business Legal Name
- Has the business transacted any business? Yes
- What would you like help with? Starting a new business in PA
- If you know the full address where you plan to do business in Pennsylvania, please enter it below. If not, please enter the zip code where you expect to do business.  
Street Address: , City: , Zip: 18337
- Will you be granting signature authority to someone else to sign on your behalf (Certificate of Limited Liability Company Authority)? Yes
- Please select all that apply to the business. The business will:
  - Sell or lease taxable items

## Pre-Registration Steps – Complete these steps prior to registering your business.

### ☐ 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.

Based upon your business address, please use the contact information below:

Name:

Susan Mikulak

Address:

118 Fisher Lane, Milford, PA 18337  
DINGMAN TWP, PIKE County

Contact:

(570) 296-8455 (phone), (570) 296-2150 (fax)  
smdingman@ptd.net

### ☐ Step 1

File a Certificate of Authority/Amendment/Cancellation with the Department of State [Certificate of Authority/Amendment/Cancellation](#).

For assistance with completing this step, refer to the [Amend or Close an Existing Business in BFS](#) help guide.

### ☐ Step 2

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](#)

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


### **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!

### **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:**

PA Commonwealth agencies have [grants and funding](#)  for business(es), non-profit organizations, and specialty programs. See how you might be able to benefit from the many programs available.

[Small Business Development Centers \(SBDC\)](#) provide confidential consulting, free and low-cost training, and ongoing training to entrepreneur's and small businesses starting and growing a business in Pennsylvania.

**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 0.