

YOU'VE REGISTERED YOUR BUSINESS! WHAT'S NEXT?

New business checklist

Use this checklist as a roadmap. The pages that follow explain each step and point you toward resources that can help.

- 1** Review your Connecticut business record. Make sure your business name, address, registered agent and other information are correct.
- 2** Know your Authoritative Legal Entity Identifier (ALEI). This is the unique identification number assigned to your business by the Secretary of the State.
- 3** Put your internal governance documents in place. Depending on your business structure, this may include an operating agreement or bylaws.
- 4** Get your federal Employer Identification Number (EIN), if applicable. Your EIN is issued by the IRS and is used for tax and other business purposes.
- 5** Determine whether you need to register with Connecticut's Department of Revenue Services. Your requirements depend on your business activities.
- 6** Check your licensing and permit requirements. Requirements vary depending on what your business does and may be state or local.
- 7** Open a separate business bank or credit union account. Keep turning these pages for a step-by-step guide on how to do this.
- 8** Turn on Follow Business alerts on [Business.CT.gov](https://business.ct.gov). Receive an alert when a filing is made involving your business.
- 9** Explore resources that can help your business grow. Connecticut offers resources related to financing, small-business assistance, and doing business with the state.
- 10** Know when your Annual Report is due. Most businesses must file one every year to remain in good standing.

KEEP GOING → We'll walk you through these steps.