

1st STOP CHECKLIST:

BUSINESS/SECRETARIAL/ CONSULTING SERVICES

This checklist is for businesses that provide miscellaneous business services including, **but not limited to**, providing operating advice and assistance on administrative techniques, procedures and management issues; arbitration and mediation services; translation services; public relations; word processing services; on-site PC rental services, etc.

Checklist

- If your business service involves automatic data processing, computer services or electronic information services, you need a **VENDOR'S LICENSE** from the **OHIO DEPARTMENT OF TAXATION**.
- The **OHIO DEPARTMENT OF TAXATION** can be reached at **(888) 405-4039 for Business Tax Assistance; 888-405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://www.tax.ohio.gov>
- NACIS 561439/16

THIS IS A CHECKLIST FOR STATE REQUIREMENTS. *REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES*

The information contained in this site is for general guidance on matters of interest only and reflects solely the information about the requirements of the State of Ohio. Note, there may be additional local and federal requirements. Accordingly, the information on this site is provided with the understanding that ODSA is not herein engaged in rendering legal, accounting, tax, or other professional advice and services. Before making any decision or taking any action, consult a professional. For more help, contact your local **Small Business Development Center (SBDC) at www.ohiosbdc.ohio.gov Also, remember to check local government agencies. This checklist is about state requirements. Funded in part through a grant with the U.S. Small Business Administration.*