

1st STOP CHECKLIST: FOREIGN ENTITY

(Doing Business in Ohio with Home Office in another State)

This checklist is for businesses that provide services in the State of Ohio, but are legal organized in another state. You will register as a Foreign Entity.

REQUIREMENTS & REGULATIONS

- [] All Foreign Entities are required to register with the Secretary of State's office. You can obtain the proper registration forms online at: <http://www.sos.state.oh.us/sos/upload/business/filingformsfeeschedule.aspx?page=251#Foreign>. Scroll down to the legal entity specific to your organization, print, complete and mail the form along with the appropriate fee to address listed in the top right corner of the form. If you have specific questions regarding the forms, you may call the Secretary of State's office toll free at **877-767-3453**.
- [] You will also need to register with the Ohio Department of Taxation for a vendor's license and commercial activity tax. This can be completed online at the Ohio Business Gateway: www.business.ohio.gov. If you should have specific business tax questions, you may contact the Ohio Department of Taxation at 888-405-4089. ***If you will not have employees living in Ohio***, you have completed your Ohio registration requirements.
- [] If you ***will have*** employees living in Ohio, you will want to follow the registration instructions found in the Ohio Business Start-up Kit to be able to collect and remit Ohio income tax withholding, Ohio unemployment tax, Ohio workers compensation insurance, as well as meet the requirements for reporting new hires and meeting specific personnel requirements.
- [] For more information, consult the **Ohio Revised Code (ORC)**. The ORC can be found at your local library or on-line at <http://codes.ohio.gov/orc>.

For more help, contact your local Small Business Development Center (SBDC).

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.