

# 1<sup>st</sup> STOP CHECKLIST: LEGAL DOCUMENT PREPARATION

## REQUIREMENTS & REGULATIONS

- [] *You may not practice as an attorney and counselor at law in the state of Ohio unless you have successfully completed the Ohio bar examination.* For more information or if you have questions about what services you may provide to clients, contact **The Supreme Court of Ohio, Office of Bar Admissions** at (800) 826-9010 or (614) 387-9340. Information is also on-line at [www.sconet.state.oh.us](http://www.sconet.state.oh.us). *\*Remember to check local government agencies\**
  
- [] If you will provide automatic data processing, computer services or electronic information services, you need a **VENDOR'S LICENSE** from the **OHIO DEPARTMENT OF TAXATION**. If you have questions, 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 online at <http://tax.ohio.gov> or at <http://business.ohio.gov> . *\*Remember to check local government agencies\**

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

[www.ohiosbdc.ohio.gov](http://www.ohiosbdc.ohio.gov)

**\*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES\***

**THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.**