

## First Steps to Create Your Business

### ☐ #1 - Naming your business.

-You need to see if your name is an available name through

[https://corporations.utah.gov/online\\_bus\\_reg.html](https://corporations.utah.gov/online_bus_reg.html)

At this point you will be choosing an identifier. This means you will have to choose whether your company is a “Corporation”, “Incorporated”, or “LLC” (Limited Liability Company). You will also get to choose how this identifier will show up in your business name.

Note: There are some name restrictions that come into play when you are naming your business. You are not allowed to use the words: “Olympic”, “Olympiad”, “Citius Altius Fortius”, “university”, “college”, or “institute”.

Tip: While you are naming your business, and seeing if it is available through the website, you may also want to see if it is available as a domain name, a username/business page/group on your preferred social media outlets. You may also want to see if you can get an email address utilizing this name at this time, as well.

### ☐ #2 - Obtain a Federal Employer Identification Number (FEIN) for your company

-Go to :

<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-number>  
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### ☐ #3 - Apply for your Articles

-Go to: <https://corporations.utah.gov/pdf/howtoincorp.pdf>

-If you would like help answering these questions, here are some sites where you can get help :

-You will need your FEIN to complete these questions.

### ☐ #4 - Open a company bank account.

-You should use your FEIN for this, as well.

### ☐ #5 - Get a local business license from the city (or county) where you will be doing business.

-These vary by both city and county.

-You have to locate, and go in to your local Business License building to fill out your initial application. You will be able to renew online for the following years.