



NEW BUSINESS CHECKLIST - SOUTH DAKOTA

___ **Sole Proprietorship? Partnership? Corporation?**

The business formation or legal structure of your business will determine the type of taxes you pay. Consult an attorney, accountant or the nearest Small Business Development Center to decide which business structure best meets your needs. Another source of information is at www.sdsos.gov and at www.sdreadytowork.com

___ **Business Name Registration**

State law requires partnerships and sole proprietorships that use fictitious names to register their businesses with the county Register of Deeds Office. Limited partnerships and corporations must register and initiate the business formation process with the South Dakota Secretary of State's Office. For information and business forms contact the Secretary of State's Corporation Office at (605)-773-5032 or www.sdsos@state.sd.us

___ **Special Licenses, Permits and Registrations**

Depending upon the type of business, you may need a special license or registration at the city, county or state level. A listing of state licenses is included in the South Dakota Business Start Up Package, available through the Governor's Office of Economic Development (GOED). Contact the GOED at 605-773-5032 or at www.sdreadytowork.com for a start up package. Contact city and county office for local licensing information.

___ **Federal Taxes**

Contact the Internal Revenue Service for appropriate business forms and information at 1(800)829-1040 or www.irs.gov/businesses

___ **State Sales and Use Tax License**

Contact the Department of Revenue, Business Tax Division, Anderson Building, Pierre, SD 57501, Phone 1(800)TAX-9188 or www.sd.gov/revenue

___ **Employer Responsibilities**

If you will be hiring employees for your business, you will need to be aware of the rights and responsibilities of employers and employees. Contact the Department of Labor, Unemployment Insurance Division, PO Box 4730, 420 South Roosevelt, Aberdeen, SD 57402-4730, (605)626-2452 or contact Division of Labor and Management, Kneip Bldg, 700 Governors Drive, Pierre, SD 57501-2291 or Phone 605-773-3681.

___ **Environmental Standards**

Be certain your business meets all air, water, and solid waste standards and requirements. Contact the Department of Environment and Natural Resources, Foss Building, 523 E. Capitol Avenue, Pierre, SD 57501-3182, (605)773-3151.

___ **Zoned for Business**

Contact your city finance officer for more information on business zoning.

___ **Utility Service**

Check with local utility providers for service, cost, deposit and supply information. The utility providers may be private or public entities.

___ **Business Insurance**

Contact your local insurance agent to determine the types and amounts of insurance your business will require. Rates and types of coverage can vary so comparison shopping may be beneficial.