

## Starting a Business in Oklahoma

By Jeri Koehler, July 2009

Starting a business for the first time can be very confusing. Trying to decide who to register with and in what order can be challenging. Starting a business in Oklahoma is relatively easy compared to other states. Whether a business needs a federal employer identification number or a sales tax permit, the steps are simple to follow. Below are some of the registration steps for starting a business in Oklahoma.

1. Federal Employer Identification Number:  
Small-business owners who need a federal employer identification number (FEIN) can apply online at the following IRS site <https://sa2.www4.irs.gov/modiein/individual/index.jsp>. Taxpayers can obtain a FEIN immediately by calling the Business & Specialty Tax Line at (800) 829-4933. The hours of operation are 7:00 a.m. - 10:00 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.
2. Oklahoma Secretary of State: Should a business owner decide to create an entity for the business (something other than Sole Proprietor or Partnership), the Secretary of State is the agency to register the name and legal structure of the entity. All the necessary forms are on the website at [www.sos.state.ok.us](http://www.sos.state.ok.us), under the menu item on the left-hand side of their homepage entitled "Download forms". The phone number to this agency is 405-521-3912. They will assist in the process. There is not a firm time for this process to be completed, but usually takes at least 2 weeks. So far, this process is typically done via mail.
3. Oklahoma Tax Commission: The next step is to register the new business with the Oklahoma Tax Commission. The form used to register is called a Business registration Packet, and is available on the website at <http://www.tax.ok.gov/oktax/forms/busregpk.pdf>. This form can be filled out electronically, but changes cannot be saved, so make sure and print and mail. The phone number to Taxpayer Assistance is 405-521-3160. The process to complete this registration takes approximately 2 weeks to complete; however, there is a walk-in expedite office that can register same-day (for an additional fee). The Oklahoma Tax Commission offers a free workshop on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of every month in downtown Tulsa. The workshop is held from 9am to noon and registration is not required. Check out the following website for more info: <http://www.tax.ok.gov/btwkshps.html>
4. Oklahoma Employment Security Commission: Lastly, **if the business will have employees**, it is necessary to contact the OESC to establish an account to pay unemployment insurance (UI) on a periodic basis. The OESC website at contains all the necessary information at [www.oesc.state.ok.us](http://www.oesc.state.ok.us). The agency phone number is 405-557-7133. Normally this process takes approximately 2 weeks to complete. Employers are also required to provide workers compensation insurance for most employees. There are a few exceptions. This can be purchased through most insurance providers and through a state program called Comp Source. <http://www.compsourceok.com/>

These are general registrations all companies must complete. There may be other agencies companies might need to register with for specific business needs. The Innovation Center staff will be glad to help in understanding what those might be.