

Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University
College of Business and Economic Development, Rothwell Hall
106 West O Street, Russellville, AR 72801
479.356.2067 | www.atu.edu/asbt/dc

Start-Up Checklist for Franklin County

- For sole proprietor or partnership using a business name, file a Doing Business as (DBA) Certificate at the Franklin County Clerk's Office**

Charleston 607 E Main Street, Charleston, AR 72933 479.965.2129	Ozark 211 W Commercial, Ozark, AR 72949 479.667.3818
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- OR**
- For LLC, C corporation, or S corporation, file your business entity with the Arkansas Secretary of State at ark.org/sos/corpfilings/index.php**
- If your business is a LLC, C corporation, or S corporation, or you have employees, apply for your Employer Identification Number (EIN) with the IRS at <https://sa.www4.irs.gov/modiein/individual/index.jsp>**
- If your business is a LLC, C Corp, or S Corp, file a Beneficial Ownership Information Report at fincen.gov/boi**
- Obtain a Business License from the City Clerk's Office**

Altus City Hall 316 W Park Street 479.468.4191	
Charleston City Hall 1418 E Main 479.965.2269	
Ozark City Clerk 2910 W Commercial 479-667.2238	
- Open a Business Checking Account**
- If you are required to charge sales tax or your will have employees, register for Arkansas state taxes with the Arkansas Department of Finance and Administration's Arkansas Tax payer Access Point (ATAP) at <https://atap.arkansas.gov/>**
- Contact a Business Insurance Provider**
- Have your Commercial Personal Property Assessed at the Franklin County Assessor's Office**

Charleston 607 E Main Street, Charleston, AR 73933 479.965.7797	Ozark 219 W Main, Ozark, AR 72949 479.667.2415
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- Obtain any additional licenses and permits from county and state offices that are required for your type of business.**

Related Contacts:

Charleston Chamber of Commerce	www.charlestonarkansas.com
Ozark Area Chamber of Commerce	www.ozarkchamberofcommerce.com
Main Street Ozark	www.mainstreetozark.com
City of Charleston	www.aboutcharleston.com
City of Ozark	www.cityofozarkar.com



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