

REGISTRATION & LICENSING

The following steps are required for your business to operate legally in Connecticut... how to register and what licenses you may need.

REGISTRATION

There are three variables that you need know in order to register your business. They are:

1. Business structure - non-legal vs. legal
2. If you plan to hire employees
3. Nature of the business activity

A **non-legal** entity is simple - there is no legal separation between the business owner(s) and the business. The two forms are sole proprietorship and general partnership. These entities register a tradename certificate, often referred to as a DBA, with the town clerk in the town in which the business is based.

Legal entities are more complex, and register as a corporation, limited liability company (LLC), limited liability partnership (LLP), or limited partnership (LP). Legal entities register with the [Connecticut Secretary of State's office](#) (portal.ct.gov/sots). Contact: (860) 509-6002.

Tax Registration Considerations (federal and state)

A federal tax id number (FEIN) is obtained from the [Internal Revenue Services \(IRS\)](#). An EIN is required to report federal income and employer taxes if hiring employees. If you are not an employer, banks will often request a FEIN in order to open a bank account. Obtain the number online or file form SS-4 at www.irs.gov. Contact: (800)829-4933

The state tax id number is obtained through the [Connecticut Department of Revenue Services](#). Obtain the number online www.ct.gov/drs or file form REG-1. Contact: (860)297-5962 or (800)382-9463. There are many reasons to obtain this number, the most common reasons to obtain include:

- Sales and use tax
- Income tax reporting
- Business Entity Tax for LLCs, LLPs, LPs and S-Corporations
- Corporate tax filing

If hiring employees register with the [Connecticut Department of Labor](#) for the unemployment insurance tax. File online at www.ct.dol.state.ct.us or form UC-1A. Contact: (860)263-6550

Also, consider [Workers' Compensation Insurance](#) requirements. Your insurance provider can give you guidance on this aspect.

LICENSING

Depending on your business activity, you may be required to obtain one or more licenses and/or trade/occupational licenses. There are a multitude of licenses with several state agencies in Connecticut. Let CERC help you figure out your requirements. Visit www.cerc.com and use our online look-up feature (www.cerc.com/licenses) or contact form. Call (860)571-7136 or (800)392-2122.



Connecticut
Economic
Resource Center

Collaboration at work