**BUSINESS STRUCTURES**

**Non-Legal**
- **Sole Proprietor & General Partnership**
  - No legal separation between owners(s) & business assets and liabilities
- **File a DBA/Trade Name Certificate** in town in which the business is based (does not require multi-town registration)
  - Least costly to form and manage
  - No formality required
  - Partnership agreement
  - Pass through tax entities - business income taxed as personal income

**LEGAL**
- **Limited Liability Company (LLC), Limited Partnership (LP), Limited Liability Partnership (LLP), Corporation (Corp)**
  - Legal separation between members / partners / principals and business entity
  - **File with the CT Secretary of State (CT SOTS)**
    - Does not require DBA filing with town clerk unless doing business under a different name filed with the CT SOTS
  - More costly to form and manage
  - Formality required
  - Operating Agreement (LLC) / Partnership / By-Laws
  - Pass through tax (LLC, LP, LLP, S-Corp) vs. Double tax (Corp.)

**TAX CONSIDERATIONS**

**Non-Legal**
- **Federal Internal Revenue Services (IRS)**
  - Only if hiring employees - Federal Employer ID Number (FEIN, form SS-4)
  - Online filing available

- **State Department of Revenue Services (DRS)**
  - Form REG-1, or online filing
  - Sales & Use Tax Certificate - for selling taxable products and/or services
  - Income tax withholding if hiring employees
  - [CT.Gov/DRS](http://ct.gov/DRS) or 800-382-9463 (CT only) or 860-297-5962

- **State Department of Labor (DOL)**
  - Form UC-1A or UC-1NP or online Filing
  - Unemployment compensation tax, if hiring employees
  - [CTDOL.state.ct.us](http://www.ctdol.state.ct.us/) or 860-263-6550

**Legal**
- **Federal Internal Revenue Services (IRS)**
  - Form SS-4 or Online filing available
  - If hiring employees, or for banking purposes if not hiring

- **State Department of Revenue Services (DRS)**
  - Form REG-1, or online filing
  - Corporation Tax
  - Business Entity Tax - LLC, LLP, LP, S-Corp
  - Sales & Use Tax Certificate - for selling taxable products and/or services
  - Income tax withholding if hiring employees
  - [CT.Gov/DRS](http://ct.gov/DRS) or 800-382-9463 (CT only) or 860-297-5962

- **State Department of Labor (DOL)**
  - Form UC-1A or UC-1NP or Online Filing
  - Unemployment compensation tax, if hiring employees
  - [CTDOL.state.ct.us](http://www.ctdol.state.ct.us/) or 860-263-6550

Cont’d...
INSURANCE CONSIDERATIONS

Every business needs some form of insurance...
- Purchased through a private insurance provider, consult with an agent
- Consider insurance through a local chamber of commerce
- Workers compensation Insurance is a MUST if you hire employees

LICENSING REQUIREMENTS

Requirements for licensing depends on:
- Business activity (products or services sold)
- Trade or occupation

To search Connecticut’s licensing database, visit the CERC website:
https://www.cerc.com/faq/connecticut-business-registration-licensing-requirements-br/

RESOURCES

Business Planning
- Small Business Administration https://www.sba.gov/
- Small Business Development Centers http://ctsbdc.com/
- SCORE https://www.score.org/
- University of Hartford Entrepreneurial Center http://www.hartford.edu/ec/
- Women’s Business Development Center http://www.ctwbdc.org/

Attorney
- Connecticut Bar Association http://www.ctbar.org/

Accountant
- Connecticut Society of Public Accountants https://www.ctcpas.org/

CONTACT US

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