

Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University
College of Business and Economic Development, Doc Bryan
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Start-Up Checklist for Johnson County

☐ For sole proprietor or partnership using a business name, file a Doing Business as (DBA)

Certificate at the Johnson County Clerk's Office

Johnson County Clerk's Office
215 West Main Street, Clarksville, AR 72830
479.754.3967

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>

☐ Obtain a Business License from the City Clerk's Office

Clarksville | 205 Walnut Street | 479.754.6486
Coal Hill | 101 US-64 | 479.497.2204
Lamar | 437 W Main Street | 479.885.3865
Knoxville | 153 Old Hwy 64 | 479.885.6523

☐ Open a Business Checking Account

☐ If you are required to charge sales tax or you 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 Johnson County Assessor's Office

Johnson County Assessor's Office
215 West Main Street, Clarksville, AR 72830
479.754.3863

☐ Obtain any additional licenses and permits from county and state offices that are required for your type of business.

Related Contacts:

City of Clarksville

City of Coal Hill

City of Lamar

Clarksville Johnson County Chamber of Commerce

www.clarksvillear.gov

cityofcoalhillar.municipalimpact.com

lamararkansas.com

www.clarksvillejocochamber.com



College of Business & Economic Development

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