

Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University
College of Business and Economic Development, Doc Bryan
1605 Coliseum Drive Suite 104, Russellville, AR 72801
479.356.2067 | www.atu.edu/asbtdc

Start-Up Checklist for Logan County

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

366 N Broadway Avenue Booneville, AR 72927 479.675.2951	25 W Walnut Street Paris, AR 72855 479.963.2164
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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>**
- ☐ **Obtain a Business License from the City Clerk's Office**

Blue Mountain City Clerk 258 Logan Street 479.947.2210	
Booneville City Hall 497 E Main Street Suite A 479.675.3811	
Magazine City Clerk 23 AR-109 479.969.8555	
Paris Mayor's Office 100 N Express Street 479.963.2450	
Scranton City Hall 203 Park Avenue 479.938.7718	
- ☐ **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 Logan County Assessor's Office**

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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:

City of Booneville	www.cityofbooneville.com
City of Paris	www.paris-ar.us
City of Scranton	scrantonar.gov
Paris Area Chamber of Commerce	www.parisarkansas.com
South Logan Chamber of Commerce	www.southlogan.com



College of Business & Economic Development

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