

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 Conway County

- For **sole proprietor or partnership** using a business name, file a **Doing Business as (DBA) Certificate at the Conway County Clerk's Office**
Conway County Clerk's Office
117 South Moose Street, Morrilton, AR 72110
501.354.9621
- 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**
Menifee | 68 North Mustang Street | 501.354.0898
Opello | 8 Municipal Drive | 501.354.2454
Morrilton | 119 N Division Street | 501.354.3484
Plumerville | 303 W Main Street | 501.354.1160
- 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 Conway County Assessor's Office**
Conway County Assessor's Office
117 South Moose Street, Morrilton, AR, 72110
501.354.9600
- Obtain any additional licenses and permits from county and state offices that are required for your type of business.**

Related Contacts:

City of Morrilton	cityofmorrilton.com
Morrilton Chamber of Commerce	www.morrilton.com
Main Street Morrilton	mainstreetmorrilton.com



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