

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 Franklin County

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

Charleston

607 E Main Street, Charleston, AR 72933

479.965.2129

Ozark

211 W Commercial, Ozark, AR 72949

479.667.3818

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

Altus City Hall | 316 W Park Street | 479.468.4191

Charleston City Hall | 1418 E Main | 479.965.2269

Ozark City Clerk | 2910 W Commercial | 479-667.2238

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 Franklin County Assessor's Office

Charleston

607 E Main Street, Charleston, AR 73933

479.965.7797

Ozark

219 W Main, Ozark, AR 72949

479.667.2415

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

Related Contacts:

Ozark Chamber of Commerce

Main Street Ozark

City of Charleston

City of Ozark

www.ozarkchamberofcommerce.com

www.mainstreetozark.com

www.aboutcharleston.com

www.cityofozarkar.com



The Arkansas Small Business and Technology Development Center at Arkansas Tech University is funded in part through a cooperative agreement with the U. S. Small Business Administration through a partnership with the University of Arkansas at Little Rock and the ATU College of Business and Economic Development. All ASBTDC programs are extended to the public on a nondiscriminatory basis.

