

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 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>**
- 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**

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:

South Logan Chamber of Commerce www.southlogan.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.

