

Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University
College of Business, Rothwell Hall
106 West O Street, Russellville, AR 72801
479.356.2067 | www.atu.edu/asbt/dc

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's County Clerk's Office**
Johnson County Clerk's Office
215 West Main Street, Clarksville, AR
479.754.3967
- OR**
- For LLC, C corporation, or S corporation, file your business entity with the Arkansas Secretary of State at www.ark.org/sos/ofs/docs/index**
- 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
- 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/>**
- Open a Business Checking Account**
- Contact a Business Insurance Provider**
- Have your Commercial Personal Property Assessed at the Johnson's County Clerk's Office**
Johnson County Assessor's Office
215 W. Main Street
479.754.3863
- If required for your type of business, obtain any additional licenses and permits from county and state offices.**
Arkansas Secretary of State's Office
Business/Commercial Services Division
1401 West Capitol Avenue, Ste. 250
Little Rock, AR 72201
888.233.0325

Related Contacts:

Clarksville Johnson County Chamber of Commerce
www.clarkvillejoco.com



College of Business

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