

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 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 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**

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
- 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 Logan County Assessor's Office**

366 N. Broadway Avenue Booneville, AR 72927 479.675.3942	25 W. Walnut Street Paris, AR 72855 479.963.2716
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- 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
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Related Contacts:

South Logan Chamber of Commerce

www.southlogan.com



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