

Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University
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479.356.2067 | www.atu.edu/asbtcd

Start-Up Checklist for Scott County

- For sole proprietor or partnership using a business name, file a Doing Business as (DBA) Certificate at the Scott County Clerk's Office**
Scott County Clerk's Office
100 West 1st Street
Waldron, AR 72958
479.637.2642
- 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**
Waldron City Hall
370 Featherstone Street
Waldron, AR 72958
479.637.3181
- 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 Taxpayer 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 Scott County Assessor's Office**
Scott County Clerk's Office
190 West 1st Street
Waldron, AR 72958
479.637.2666
- 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

Related Contacts:

City of Waldron
<https://waldronark.com>



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