

Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University
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106 West O Street, Russellville, AR 72801
479.356.2067 | www.atu.edu/asbtcd

Start-Up Checklist for Sebastian County

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

Fort Smith Courthouse 35 So. 6th Street, Room 102 479.782.5065	Greenwood Courthouse 301 E. Center Street, Room 104 479.996.4195
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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**

Fort Smith 623 Garrison Avenue 479.784.2208
Greenwood 30 Bell Road 479.996.2742
Huntington 223 East Broadway Street 479.928.5083
Lavaca 808 West Main 479.674.5616
Mansfield 200 North Sebascott Avenue 479.928.5552

- 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 Sebastian County Assessor's Office**

Fort Smith Courthouse 35 S. 6th Street, Room. 105 479.783.8948	Phoenix Avenue East 6515 Phoenix Avenue 479.498.6820	Greenwood Courthouse 301 E. Center Street, Room 113 479.996.6591
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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
888.233.0325
www.sos.arkansas.gov/business-commercial-services-bcs

Related Contacts:

City of Fort Smith
www.fortsmithar.gov

City of Greenwood
www.greenwoodar.org

City of Lavaca
www.cityoflavaca.com

Fort Smith Chamber of Commerce
www.fortsmithchamber.org

Greenwood Chamber of Commerce
www.greenwoodarkansas.com

Sebastian County
www.sebastiancountyar.gov

ASBTDC
ARKANSAS SMALL BUSINESS AND
TECHNOLOGY DEVELOPMENT CENTER



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