



**State of Utah
Department of Commerce
Division of Corporations & Commercial Code
Tips for New Business Registrations**

Department of Commerce One Stop Center:

The One Stop Center will remain in the Heber Wells Building as the main customer service location for the Division of Corporations. The One Stop Center will continue to register business names and filing business entities.

Sales Tax:

In Utah, sales tax is generally charged on sales of tangibles, or services to tangible, personal property items. Generally it is not charged on sales of, or services to real property (land or buildings). For specific information, call the State of Utah Tax Commission at: **(801) 297-2200**.

Federal ID#:

All entities other than an individual/sole proprietor will need a Federal ID#. All employers, including an individual/sole proprietor, will need a Federal ID# and Federal withholding information and information regarding other programs. With the application, you may fax the SS-4 form: **fax: (801) 620-7115**. It will take about 5 working days to obtain your Employer Identification Number ("FEIN").

State Withholding Number:

All employers will also need a state withholding number. A sales tax number and a withholding number may be applied for on the TC-69 form. For specific information, call the State of Utah Tax Commission at: **(801) 297-2200**.

Unemployment Compensation:

Contact the State of Utah Department of Work Force Services at 140 East 300 South, west of the Heber Wells Building. Their phone numbers are: Salt Lake and South Davis Counties 526-4400, Weber and North Davis Counties 612-0877, Utah County 375-4067, and for the remainder of State and Out of State (888) 848-0688.

Worker's Compensation Coverage:

For information please call State of Utah Human Resource Department at **(801) 288-8020**.

Local License:

The local license is obtained under the jurisdiction of the City or County of the base business location.

Information:

For information on filing business names or qualifying corporations, limited liability companies, limited partnership, limited liability partnerships or other entities in Utah, call **(801) 530-4849**.

Under GRAMA {63-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, the business entity physical address may be provided rather than the residential or private address of any individual affiliated with the entity.