



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 issue sales and tax withholding tax numbers in addition to registering 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. Federal applications to obtain a Federal Employer Identification Number (FEIN), the SS-4 forms, are available at the One Stop Center. 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:

This service is handled through the State of Utah Department of Work Force Services at 140 East 300 South, west of the Heber Wells Building. Phone Number is **(801) 536-7749**.

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**.

FREE! You may visit our Web Site for this document and to access other information.

Mail In: PO Box 146705
Salt Lake City, UT 84114-6705
Walk In: 160 East 300 South, Main Floor
Information Center: (801) 530-4849
Toll Free: (877) 526-3994 (within Utah)
Fax: (801) 530-6438
Web Site: <http://www.commerce.utah.gov>