



Starting your own business
Getting Started



Getting Started



Where to begin???

Step 1- Type of Organization

- **You need to pick a type of organization**
- **You can change at most any time**
- **There are advantages and disadvantages to the various types.**

Business Structures

When beginning a business, you must decide what form of business entity to establish.

- Tax Structures and complexities
- Liabilities and Exposure
- Ease or difficulties with future changes
- Financial benefits or repercussions

Business structure is separate from registering with city, county, state or any other recognizable taxing agency.

Additional licenses may be required as well, per agency

IRS Tax Structures-

The IRS recognizes 2 business structures:

Corporations (C Corp)

Sole Proprietor/General Partnerships

- **Corporations:** Everyone is an employee of the company.
 - The corporation pays an income tax on its profits
 - All employees (CEO on down) pay taxes through payroll taxes
 - Small businesses that are C Corps get double taxed, once on corporate profits and again on payroll taxes.
- To minimize double taxation, the IRS allows a “pass-through” of profits to the owners. They pay income tax on the profits on their personal income taxes. This is the Sub-Chapter S tax rules, known as S Corporations

C Corp Sub-set: S Corp

In order to simplify the C Corp complexities and to address the double taxation issue with owners, the IRS amended their C Corp rules.

S Corps: Technically, an S Corp is a sub-classification of a C Corp with relaxed rules. “S” Corp refers to the tax code for C Corps (sub-chapter S) that simplifies the C Corp code for smaller companies. Main feature is that the corporation’s profits are passed down to the owners (stockholders) and are taxed as regular income or as dividends (or both). Owners of S Corp must be an employee, draw a “fair paycheck” with full employment tax.

The key to S Corps is that the non-payroll portion of the profits of the company are passed down to the owner(s) WITHOUT Self Employment Tax (Social Security and Medicare)

There is NO TAX CLASSIFICATION known as S Corp. S Corp is common reference to the “Sub Chapter S” rules for C Corps.

Sole Proprietor/Partnership

Sole Proprietor (single owner) / General Partnerships (multiple owners): The company and its owner(s) are treated one in the same and all profits are treated as regular income to the owners, reported on their standard 1040 form

The owners do not draw a payroll/salary since they would be double taxed. They pay taxes on the profits and keep the money not paid to the IRS as their own.

Legally, the company and the owner(s) are one in the same. Liability claims against the company are against the owner(s). Personal assets of the owner(s) are completely at risk in the event of a liability claim against the company.

There are legal risks with Sole Proprietors/General Partnerships with liability claims.

Sole Proprietors/General Partnerships do NOT have to register the business

Sole Proprietor/General Partnerships have very few naming options (owner's name). If a better name is desired, an Assumed Business Name (DBA) must be registered with Oregon Secretary of State

What is an LLC?

LLC stands for Limited Liability Company

LLCs are NOT a tax structure. They are taxed as Sole Prop/General Partnerships unless an S Corp tax structure is elected

Since there is no separation between the owner and the business in a Sole Proprietor/ Partnership, the personal assets of the owner are at risk for “liability” issues created by the company.

The federal government has allowed each state to set up liability protection for these sole prop/partnership companies.

The liability protection prevent any owner’s (member) personal assets from being at risk from any legal action against the company.

Recommendation: Start off as an LLC and change later when you know why.

Summary of business types

- Sole Proprietor/Partnerships have no costs but put personal assets of the owner(s) at risk.
- LLCs are low cost and easy to manage- essentially sole proprietor/partnerships with state sponsored protection
- S Corps- S Corp is a term used for Corporations that elect to use the Sub-Chapter S relaxed “pass-through” tax rules. A true S Corp (as in any Corporation) can be complicated (Board of Directors, annual meetings, stock issuance) but can offer tax savings
- Merely taxing the LLC as an S Corp. Since there can be a taxation advantage as an S Corp, a Sole Prop/partnership/LLC can simply “elect” to tax themselves as an S Corp without actually becoming one
- Corporations- Complicated and expensive

Secretary of State website

You are going to register a business online.

The screenshot shows the Oregon Secretary of State website. The header includes the name 'Oregon Secretary of State LaVonne Griffin-Valade' and a navigation menu with 'Home', 'Business', 'Voting & Elections', 'State Archives', and 'Audits'. A search bar is also present. The main content area is titled 'Register a Business' and features a list of links: 'Register a Business Online', 'Business Registration Forms', 'Update Your Registration', 'Local Government Registration', 'Order a Copy/Certificate', 'File to Become a Benefit Company', and 'Register Your Trade or Service Mark'. A red arrow points to the 'Register a Business Online' link. To the left is a sidebar with various business-related services. To the right, there are sections for 'Start a Business Video Series', 'Check Business Name Availability', 'What's the Difference?', 'Got a Question?' (with a 'Get Answers' button), and 'Where's My Form?'.

Note: If you do NOT land on this page (a page without the Sect of State) you likely got hijacked and are NOT on the Oregon Secretary of State's website

Don't get hijacked

[Form an LLC in Minutes - LegalZoom](#)

Ad · [LegalZoom.com](#) · 18,500+ followers on Twitter

Form an LLC or Corporation Legally In 3 Easy Steps. Services From \$99.

Form your limited liability company with just three easy steps.

legalzoom.com has been visited by 10K+ users in the past month

[Form An LLC](#)

An Easy & Flexible Way To Shield Yourself From Personal Liability.

[3 Step Process](#)

Simply Answer A Few Questions & We'll Get Started Filing Your LLC.

[Pricing & Fees](#)

Backed By Our 100% Satisfaction Guarantee & Total Customer Support

[LLC FAQs](#)

Find Answers To Your Questions About Forming an LLC.

[\\$49 Oregon LLC Filing - IncFile.com LLC](#)

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Oregon LLC Filing - 3 Easy Steps. Free 1st Year Registered Agent!

All Packages Include Next Day Processing.

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Ad · [www.Incorporate.com](#) · 800+ followers on Twitter

(Formerly The Company Corporation) Incorporate Your Business Today!

Complete in 3 Easy Steps · Available All 50 States

<http://www.bbb.org>, A+ rating from The Better Business Bureau

[How to Start a Business - Incorporations vs. LLC's](#)

[\\$49 Oregon LLC Formation - Form Your OR LLC Online in Minutes.](#)

Ad · [www.SwyftFilings.com/Fast_OR_LLC](#)

Form Your OR LLC Online in Minutes. 3 Easy Steps. Same Day Processing

- Getting a LLC registered in Oregon costs \$100
- If you go with the non-Sec of State website, the site will become your “agent” for a fee (about \$85-100/yr)
- Having an agent will cost you every year BUT they may allow you to use their OREGON address instead of your home
- Doing it yourself takes about 20 minutes

n.

Oregon will sell your business registration information

Watch for fake “official” looking paperwork

2020 – ANNUAL REPORT INSTRUCTION FORM
(Oregon LLCs)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Customer ID Number F95918792	Notice Date 11/28/2019	Registry Number 141558098	Registration Date 03/05/2018
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Business Address

8973127A ALL FOR AADC 970
7050005233 00 0026 0026 5233/1

BLACK LINE CREATIONS LLC
6224 BRIDGEVIEW DRIVE
WEST LINN OR 97068-3037

Please Respond By:
12/27/2019

Oregon laws require limited liability companies registered to do business in the state to timely file an annual report every year. If BLACK LINE CREATIONS LLC does not file an annual report within 45 days after the due date, it may be at risk for penalties.

OREGON REVISED STATUTES § 63.787: "A domestic limited liability company, and a foreign limited liability company authorized to transact business in this state, shall by the limited liability company's anniversary deliver to the office of the Secretary of State for filing an annual report..."

If the business entity is still in active status, W.C.S., a private entity, will assist for a fee in the filing of your annual report.

W.C.S. IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE A CONTRACT WITH ANY GOVERNMENTAL AGENCY TO PROVIDE THIS SERVICE.

To utilize this service, follow the steps below. W.C.S. will not disclose any information about your business to any third-party, including competitors, unless required by law. Mail the report with \$185.00 in the enclosed envelope. **Please respond today!**

STEP 1. Verify the accuracy of the pre-printed business information. Make any changes necessary. Complete any missing information.

Name of Domestic Limited Liability Company BLACK LINE CREATIONS LLC	Registry Number 141558098
Principal Place of Business 6224 BRIDGEVIEW DRIVE, WEST LINN, OR 97068	Jurisdiction OREGON
Mailing Address 6224 BRIDGEVIEW DRIVE, WEST LINN, OR 97068	

STEP 2. Registered Agent (make changes where necessary).

Registered Agent Name DAVID BLASS	Registered Agent is an <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Entity of Record (registered in OR)
Registered Agent Address (cannot be a PO Box) 6224 BRIDGEVIEW DRIVE, WEST LINN, OR 97068	Registry Number

STEP 3. Provide the names and addresses of all managers (if LLC is manager-managed) or of at least one member (if LLC is member-managed). Attach an additional sheet if necessary.

Manager or Managing Member Name DAVID BLASS	<input checked="" type="checkbox"/> Member <input type="checkbox"/> Manager
Manager or Managing Member Address 6224 BRIDGEVIEW DRIVE, WEST LINN, OR 97068	
Manager or Managing Member Name	<input type="checkbox"/> Member <input type="checkbox"/> Manager
Manager or Managing Member Address	
Manager or Managing Member Name	<input type="checkbox"/> Member <input type="checkbox"/> Manager
Manager or Managing Member Address	

STEP 4. PAYMENT INFORMATION Complete payment to file your annual report.

CHECK ENCLOSED FOR \$185.00 Please make your check payable to: Further assistance:

- Oregon will sell your registration information and will warn you
- This is the main reason why people use “agents” and NOT use their home address
- You will mostly get request for credit cards but there are other types of junk mail.
- This is a type of junk mail you may get after your register with Sec of State
- It LOOKS OFFICIAL
- It is a FAKE, asking to have you PAY for a report.
- This is NOT your annual LLC renewal form
- **READ THE FINE PRINT!!!**

Creating a User Name / Password

Oregon Secretary of State

Oregon Secretary of State Secure Access System Dec 31, 2023 2:46 PM

Login
[Sign Up now](#)
[Forgot Password](#)
[Forgot User Name](#)
[FAQs](#)
[Contact us](#)
[Privacy Policy](#)

Sign Up Now (for CBR) Required fields are **BOLD**

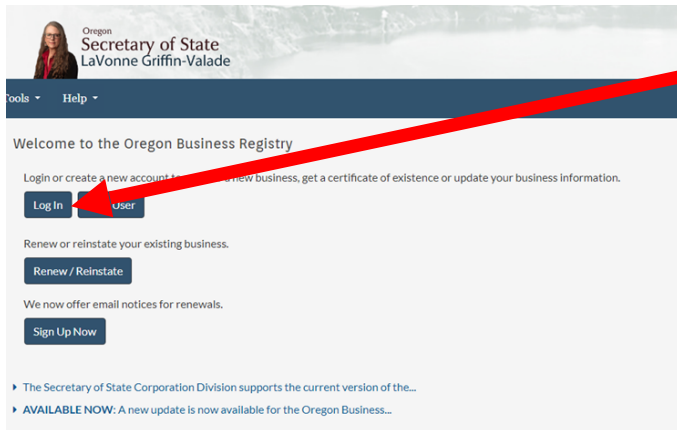
First Name MI
Last Name
Address

City, State
Zip -
Work Phone Ext
Home Phone
E-mail Address
User Name
Minimum of six characters from A-Z and 0-9. No spaces or special characters. Your username is your unique identifier to all Secretary of State applications. Once registered, it cannot be changed.
Password
Case sensitive. Minimum of eight characters with at least one numeric digit.
Confirm Password
The following information will help us verify your identity if you call for assistance with your account. We will read the question to you and expect you to respond with the answer entered.
Select Question
Answer
Confirm Answer

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To get started, you must establish a User Name and Password with the Oregon Secretary of State Secure Access System. Once this form is filled out, you will be allowed to enter and fill out the Business Registration process. You will go back out to the SOS website and start. You now will sign in with you newly established User Name and Password

Signing back in to Register a Business



Once you log back in with your new User Name and Password, you will be asked you will be applying for. There is a pull-down menu with option, BUT Business Registrations is list below in the Additional Applications box.



Picking your Business Organizational type

The screenshot shows the Oregon Secretary of State's website for business registration. The page title is "Business/Organization Type". Below the title is a "Select One" dropdown menu. The options listed are: Assumed Business Name, Domestic Business Corporation, Domestic Limited Liability Company, Domestic Nonprofit Corporation, Foreign Business Corporation, Foreign Limited Liability Company, and Other Business/Organization Type (Not available online). A red arrow points to the "Domestic Business Corporation" option. The page also includes a navigation menu with "Home", "New Business", "Update Business", "Worklist", "Tools", "Help", and "Full Screen". At the bottom, there is contact information for the Oregon Business Registry and a "Policies" section with links for "Privacy Policy", "Accessibility Policy", and "FAQs".

Pick the type of business registration you want. LLCs are the easiest entity. If you want to be a Corporation, Domestic Business Corporation covers both C and S Corps. There is much more associated with this type of registration with the Federal government. So, NO!!! – clicking on Domestic Business Corp does not make you a C or S Corp. It is just the beginning.

If you merely wanted to take advantage of the S Corp taxation rules, it is suggested that you register as an LLC and then “elect” to tax as an S Corp- IRS form 2253, direct with the IRS

Registering an Oregon Business

The screenshot shows the Oregon Secretary of State website registration interface. At the top left, there is a profile picture of LaVonne Griffin-Valade, the Oregon Secretary of State. Below her name is a navigation bar with links for Home, New Business, Update Business, Worklist, Tools, Help, and Full Screen. The main content area is titled "Business/Organization Type" and features a dropdown menu currently set to "Domestic Limited Liability Company". To the right of the dropdown is a "Not Su" label. Below the dropdown is a list of menu items, each with a right-pointing arrow: Business Overview, Notification Options, Jurisdiction and Physical Location, Registered Agent, Organizers, Individuals with Direct Knowledge, Statement of Management, Initial Member/Manager, Professional Services Rendered, and Optional Provisions. A blue arrow points downwards from the left side of the dropdown menu.

The first slide after you pick your type of Oregon business is a menu that you will work through. You can stop and save your work at anytime. You can change any of your answers but you will need to sign back in with your User Name and Password. Write them **DOWN!**

Note: After you pay your \$100 registration fee, some changes may require a new filing and a **NEW \$100** fee may be assessed. Name changes would require a new fee, even the very next day.

Business Overview

Oregon Secretary of State LaVonne Griffin-Valade

Oregon Business Registry Secretary of State Corporation Division

Welcome David Bias | Manage Login | Log Out

Home New Business Update Business Worklist Tools Help Full Screen

Business/Organization Type
Domestic Limited Liability Company Not Sure?

Business Overview

Business Name
The business name must contain the identifier LLC or Limited Liability Company abbreviation.
Check Name Availability

Activity Description
Describe the type of business activity (250 characters or less)

Duration
 Perpetual
 This business entity will dissolve on a certain date

Business Email
Select From List | Clear Email
Notifications may be sent to this address. Re-enter Email

Mailing Address for Notices Clear Address

Country Address
United States Of America

Zip/Postal Code

City State/Province
Oregon

Daytime Contact
Name
Phone Extension Clear Phone

The registration process begins with general information. The first and obvious information is the LLCs name. To check to see if the name is open in Oregon, click on Name Availability. Once named, the information provided gives Oregon basic information about the company and what you will be doing.

Hint: use the Name Availability function AND use your website hosting Name Checker at the same time. If the name is open in Oregon AND for your website, register the website first, THEN file with Oregon.

Notification Delivery

Secretary of State
LaVonne Griffin-Valade

Home New Business Update Business Worklist Tools Help Full Screen

BLACK LINE TOO LLC

Business/Organization Type
Domestic Limited Liability Company

Business Overview
Notification Options

Notification Delivery Options: Not Sure?
Email

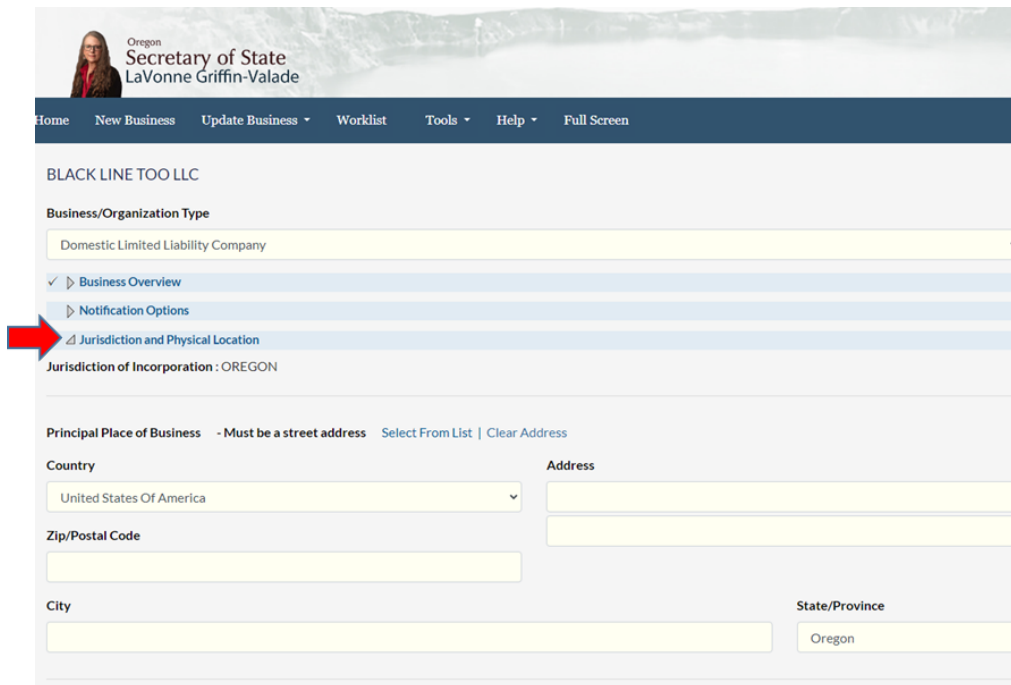
Contact Name
[Text Field]

Contact Email: [Text Field] Re-enter Email: [Text Field]

Notification Options is merely for contact information. Here, typical single member LLCs use their common email address.

Establishing a business website/email address before registering the business can be helpful in that you can use the “official” company’s email as you contact email.

Jurisdiction and Physical Location



Oregon Secretary of State LaVonne Griffin-Valade

Home New Business Update Business Worklist Tools Help Full Screen

BLACK LINE TOO LLC

Business/Organization Type
Domestic Limited Liability Company

Business Overview
Notification Options
Jurisdiction and Physical Location

Jurisdiction of Incorporation: OREGON

Principal Place of Business - Must be a street address Select From List | Clear Address

Country: United States Of America
Address:
Zip/Postal Code:
City: State/Province: Oregon

The field registers the LLC's physical location. The location **MUST** be a street address. PO Boxes will not be accepted. Many/most "UPS Stores and Mailbox company's have been identified and will likely be refused as a valid address. If one does not want to use a home address and have no "office" option, paying for a "registered agent" can be a work-around. If you use an out-of-state agent, the LLC must record a physical location in Oregon

Registered Agent

A registered agent is someone or some company that is completing the application. If this person is you, click on “individual”. Agents are typically a service of a business lawyer or other “legal zoom” type companies. The primary role of an agent is to use their address rather than using your personal address or for other legal/business motives. Generally, agents charge for filling out the registration application and automatically become you “agent”. Typically, they charge about \$85-100 for this service and it is charged every year upon renewal. This fee is on top of the \$100 filing fee you pay to register an LLC.

BLACK LINE TOO LLC

Business/Organization Type
Domestic Limited Liability Company

Business Overview
Notification Options
Jurisdiction and Physical Location

Registered Agent

Registered Agent is an:
 Individual Entity of Record (Registered in Oregon)

Registry Number
Find Registry Number

Oregon Physical Address - Must be an Oregon street address Select From List | Clear Address

Zip/Postal Code Address

City State
Oregon

Note: If you are using an “agent” for your filing so you do NOT have to use your address, the agent MUST be registered in Oregon with an Oregon address. If they are out-of-state, your LLC address must be used.

Business Name Search

Search for a Business Name in the Business Registry Database

Business Name
or
Registry Number
Search for Business Name Clear Search Help

Other Government Databases
Associated Business Search
By Business
By Individual

Search Methods (More restrictive to Less restrictive):

- Business Name Availability Check Very restrictive. Positional. Only (As keyed).
- Exact words in exact word order. (Only: As keyed) Fastest.
- Exact words in exact word order. (Followed by anything else)
- Exact words in any word order.
- Sound-alike words in exact word order. Adds sound-alike style search results.
- Sound-alike words in any word order.
- Extended Search in any word order. Adds Synonym style search results. More names returned. Slowest.

Search for Active and Inactive businesses.

- Search for Active businesses only.
- Search for Inactive businesses only.

Organizers

This slide is requesting the information of the organizer of the registration filing. “Individual” LLCs records you if you are a **Single Member LLC**. If you have a multi-member LLC, the organizer is the person filling out the registration.

The screenshot shows the Oregon Business Registration System interface. The main window displays the 'BLACK LINE TOO LLC' registration process, with the 'Organizers' section highlighted. An 'Add/Edit Organizer' modal is open, showing the following fields:

- Organizer is an:** Individual (selected), Entity of Record (Registered in Oregon), Entity Not of Record (Not Registered in Oregon)
- Name:** First, Middle, Last, Suffix
- Address:** Country (United States Of America), Address, Zip/Postal Code, City
- State/Province:** Oregon

Red arrows point from the text on the right to the 'Organizer is an:' and 'State/Province' fields in the modal.

The organizer can be a registered business if the new LLC is part of another company. The organizer can also be an “agent”, who can be either in Oregon or out-of-state

Individuals with Direct Knowledge

Oregon Secretary of State LaVonne Griffin-Valade

Oregon Business Registry Secretary of State Corporation Division

Welcome David Blass Manage Login Log Out

Home New Business Update Business Worklist Tools Help Full Screen

BLACK LINE TOO LLC

Business/Organization Type
Domestic Limited Liability Company Not Sure?

- Business Overview
- Notification Options
- Jurisdiction and Physical Location
- Registered Agent
- Organizers
- Individuals with Direct Knowledge

The Individual with Direct Knowledge is the name and address of at least one individual who is a member or manager of the limited liability company or an authorized representative with direct knowledge of the liability company.

There must be at least one individual with direct knowledge entered. Additional individual with direct knowledges may be added.

Add Individual with Direct Knowledge

Add/Edit Individual with Direct Knowledge

Select From List | Clear Name

First Middle Last Suffix

Address Select From List | Clear Address

Country Address

United States Of America

Zip/Postal Code

City State/Province

Oregon

Save Cancel

Individual with direct knowledge is defined by Oregon and is self-explanatory. More individuals can be added. Information provider here could be tied to the FinCEN Beneficial Owner Information report, a new and MANDATORY report to the US Treasury.

Statement of Management

Oregon
Secretary of State
LaVonne Griffin-Valade

Home New Business Update Business Worklist Tools Help Full Screen

BLACK LINE TOO LLC

Business/Organization Type
Domestic Limited Liability Company

- Business Overview
- Notification Options
- Jurisdiction and Physical Location
- Registered Agent
- Organizers
- Individuals with Direct Knowledge
- Statement of Management

How will this LLC be managed?

"Member-managed" by one or more members "Manager-managed" by one or more managers

Initial Member/Manager

Adding Initial Members or Managers to this filing is optional at this time (your bank may require this). Do you want to add Initial Members or Managers?

Yes No

Statement of Management tells Oregon how the company is run. Do the OWNERS of the company run it or does the company use paid “managers” to run the business?

Single member LLCs are run by you, the first option. If there are more members and they all “manage” the business, all names must be entered.

Adding more managers can be done at any time

Professional Services

The screenshot shows the Oregon Secretary of State's website for LLC registration. The page title is "BLACK LINE TOO LLC". The "Business/Organization Type" is "Domestic Limited Liability Company". The "Professional Services Rendered" section is expanded, and a dropdown menu is open, showing a list of professions including Dentists, Engineers, and Accountants. A red arrow points to the "Professional Services Rendered" section. The "Will this Limited Liability Company provide a professional service?" question is answered "Yes".

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Home New Business Update Business Worklist Tools Help Full Screen

BLACK LINE TOO LLC

Business/Organization Type
Domestic Limited Liability Company

Business Overview
Notification Options
Jurisdiction and Physical Location
Registered Agent
Organizers
Individuals with Direct Knowledge
Statement of Management
Initial Member/Manager
Professional Services Rendered
Will this Limited Liability Company provide a professional service?
Yes No
Please select a professional service
Optional Provisions

Continue Save Exit

Accountants
Acupuncturists
Architects
Attorneys
Chiropractors
Dentists
Engineers
Landscape Architects
Naturopaths
Nurse Practitioners
Physicians
Podiatrists
Psychologists
Radiologic Technologists
Real Estate Appraisers
Other Licensed Profession per ORS 58.015(5)

Oregon wants to know if the LLC provides a “professional service”. Many are licensed professions. If the LLC is a licensed professional but not on the list, click on “Other”.

Optional Provisions

Oregon Secretary of State LaVonne Griffin-Valade

Home New Business Update Business Worklist Tools Help Full Screen

BLACK LINE TOO LLC

Business/Organization Type
Domestic Limited Liability Company

- Business Overview
- Notification Options
- Jurisdiction and Physical Location
- Registered Agent
- Organizers
- Individuals with Direct Knowledge
- Statement of Management
- Initial Member/Manager
- Professional Services Rendered
- Optional Provisions**

The company elects to indemnify its members, managers, employees, agents for liability and related expenses under ORS 63.160 to 63.170.

The company is a benefit company subject to ORS 60.750-60.770 (additional requirements apply).

Text of your Optional Provisions

The choices on this screen asks two questions. The first box asks whether you will “indemnify” (hold your employees/managers, etc “harmless”) in liability issues. If it is just you, the answer is “YES, you elect to indemnify. The second box asks if you are a benefit company (pop-up window below). It is unlikely that you are.

Confirm/Cancel Benefit Company Selection

Oregon Benefit Company is a type of corporation or limited liability company that considers its impact on society and the environment in the business decision-making process, in addition to earning a profit.

To become a benefit company, an Oregon corporation or LLC must do the following.

- Include a statement in the articles of incorporation or organization that says the corporation or LLC is a benefit company subject to ORS 60.750-60.770.
- Adopt a third-party standard
- Prepare an annual benefit report identifying:
 - The actions and methods used to provide a general or specific public benefit.
 - Any circumstances that hindered or prevented a benefit.
 - How well the benefit company met or exceeded the third-party standard.
- Distribute the annual benefit report to the owners and post it on the company's website.

Confirm Cancel

Want to have a Assumed Business Name other than your LLC?

- You register the company type (LLC or S Corp)- It costs money (\$100 LLC).
- The LLC name becomes the de facto name of the company.
- You also can register another name for company- ABN: Assumed Business Name (new name- DBA “doing business as” old name)... if you want another name different from the LLC’s name.
- ABN is merely “renting” a name for \$50 for two years. It is NOT a structure or type of business
- If you want this other name in addition to your LLC, you have to register the ABN after registering the LLC. The ABN/DBA it is “owned” by the LLC.
- ABN/DBA protects the name in Oregon, NOT nationally

Registering an Assumed Business Name



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Home New Business Update Business Worklist Tools Help Full Screen

Business/Organization Type

<Please choose a business type>

Not Sure?

- Assumed Business Name
- Domestic Business Corporation
- Domestic Limited Liability Company
- Domestic Nonprofit Corporation
- Foreign Business Corporation
- Foreign Limited Liability Company
- Other Business/Organization Type (Not available online)

Click on Assumed Business Name

Step 3: EIN Number

- **Once a legal entity, go get an EIN from the US government**
- **EIN- Employer Identification Number**
- **Functional equivalent to the company's SS#**
- **Never use your personal SS#**

EIN Number

- To obtain a Federal Tax Identification Number, you must complete an SS-4 Form.
 - Online:
www.irs.gov/businesses/small/article/0,,id=98350,00.html
 - Phone: (800) 829-4933 or Portland (800) 829-1040
 - Mail: Philadelphia IRS Center
Attn: EIN Operation
Philadelphia, PA 19255
You will receive by mail in 4-5 weeks.

Don't forget about Oregon

Combined Employer's Registration		Clear Form	
See instructions below		For agency use only	
You can register online with the Oregon Business Registry (OBR) at https://secure.sos.state.or.us/cbrmanager/			
Business name*		Type of ownership (check one):	
Assumed business name		<input type="checkbox"/> Corporation <input type="checkbox"/> Sub-chapter S Corp. <input type="checkbox"/> Sole Prop. (Individual) <input type="checkbox"/> LLP (Limited Liability Part) <input type="checkbox"/> Partnership—General <input type="checkbox"/> Partnership—Limited <input type="checkbox"/> Trust / Estate	
Federal employer identification number (FEIN)*		<input type="checkbox"/> LLC (Limited Liability Co.) <input type="checkbox"/> Government—Local <input type="checkbox"/> Government—State <input type="checkbox"/> Government—Federal <input type="checkbox"/> Corp. or <input type="checkbox"/> Individual (Sole Prop.), or <input type="checkbox"/> Partnership <input type="checkbox"/> Non-profit 501(c)(3) <input type="checkbox"/> Other (describe below):	
Business telephone number		<input type="checkbox"/> Pension and Annuity <input type="checkbox"/> Other Nonprofit	
Contact person authorized to discuss your payroll account with us		<input type="checkbox"/> Recognized Indian Tribe	
Contact's telephone number		Nature and principal products of your business (i.e., retail—men's clothing; services—janitorial, etc.). Be specific.	
Business mailing address		<input type="checkbox"/> Agricultural <input type="checkbox"/> Working on fishing vessels <input type="checkbox"/> Courtesy Withholding <input type="checkbox"/> Domestic (in-home workers)	
City		Does any domestic worker request withholding? <input type="checkbox"/> Yes <input type="checkbox"/> No	
State		Type of return to be filed (see instructions)	
ZIP code		<input type="checkbox"/> OO (Oregon Quarterly) <input type="checkbox"/> WA (Federal 943 filers only) <input type="checkbox"/> OA (Domestic)	
E-mail address <input type="checkbox"/> Check here to authorize us to initiate e-mail exchange of tax information.		Enter number of employees (approximate)	
Physical address where work is performed in Oregon* <input type="checkbox"/> Employee home address		<input type="checkbox"/> LLC Member <input type="checkbox"/> Owner/Officer <input type="checkbox"/> Employees	
City		Date employees were/will first be paid for work in Oregon*	
State		Month _____ Day _____ Year _____	
ZIP code		<input type="checkbox"/> Are employees working in these areas? (see instructions) <input type="checkbox"/> TriMet (Portland and surrounding metropolitan areas) <input type="checkbox"/> LTD (Eugene and Springfield areas)	
Do you have any other locations in Oregon? <input type="checkbox"/> No <input type="checkbox"/> Yes, list additional locations on a separate sheet & attach to this form		Date employees first paid for services performed within district(s)	
Off site payroll service, accountant, or bookkeeper (attach Power of Attorney form)		TriMet LTD	
Contact person at the off site payroll service, accountant, or bookkeeper		In what calendar quarter did your payroll first exceed \$1,000 or \$20,000 agricultural labor? (see instructions)	
Telephone No.		Quarter _____ Year _____	
Mailing address for off site payroll service (send <input type="checkbox"/> forms <input type="checkbox"/> billings to this address?)		Date first Oregon employee was/will be hired	
C/O		Month _____ Day _____ Year _____	
City		<input type="checkbox"/> Employees need to be covered by a workers' compensation (WC) policy? <input type="checkbox"/> Yes <input type="checkbox"/> No, but I choose to have coverage <input type="checkbox"/> No, employees are covered by federal WC <input type="checkbox"/> No, only owners/corporate officers <input type="checkbox"/> No, other (explain)	
State		<input type="checkbox"/> Check the reason you don't need a WC policy: <input type="checkbox"/> No, employees are covered by federal WC <input type="checkbox"/> No, only owners/corporate officers <input type="checkbox"/> No, other (explain)	
ZIP code		<input type="checkbox"/> No, other (explain)	
Bank reference/branch address		<input type="checkbox"/> No, other (explain)	
Did you acquire/transfer all <input type="checkbox"/> Yes <input type="checkbox"/> No or part <input type="checkbox"/> Yes <input type="checkbox"/> No of the Oregon business operations of an ongoing business? How many employees transferred?		Date of acquisition	
List acquired business name, previous owner, and telephone number		FEIN or BIN of acquired business	
Identification of owners, partners, corporate officers, etc. (List additional owners on a separate sheet and attach to this form)			
Social Security number* FEIN		Social Security number* FEIN	
Telephone number		Telephone number	
Name		Name	
Home address		Home address	
City		City	
State		State	
ZIP code		ZIP code	
Responsible for: <input type="checkbox"/> Filing tax returns <input type="checkbox"/> Paying taxes <input type="checkbox"/> Hiring/firing <input type="checkbox"/> Determining which creditors to pay first		Responsible for: <input type="checkbox"/> Filing tax returns <input type="checkbox"/> Paying taxes <input type="checkbox"/> Hiring/firing <input type="checkbox"/> Determining which creditors to pay first	
Authorization I certify the above statements to be true and correct. I authorize the Employment Department, the Department of Revenue, and the Department of Consumer & Business Services to verify any of the above information with regard to this business. I will notify each agency if there is a change or cancellation of the above authorized representative.			
Signature		Signature	
Date		Date	
X		X	
*Must be filled in as required by OAR 150-305.100.		Fax to: 503-947-1528 or Mail to: Oregon Employment Department 875 Union St NE Rm 107 Salem OR 97311	
150-211-055 (Rev. 12-15)		Retain a copy for your records.	

If or when you have employees, you must register your business with Oregon Dept. of Revenue and get a Business Identification Number (BIN). This sets up your payroll tax account with the state. Only apply when you have employees. Be aware that there are specialty taxes depending on certain industries.

*Only get a BIN if and when you are going to HAVE employees
Otherwise, wait*

Oregon Department of Revenue
 955 Center St NE
 Salem, OR 97309
 503-378-4988
<https://www.oregon.gov/dor/Pages/index.aspx>

Step 4: Corporate Transparency Act - BOI Report

- New as of Jan 1, 2024, all newly registered business, REGARDLESS of structure must report
- BOI- Beneficial Owners Information report identifies small (sub- 20 employees, sub \$5M in revenue) companies and their owners/managers
- **YES- New, small, single member LLCs MUST REPORT!**
- Report go to FinCEN, US Treasury, <https://www.fincen.gov/boi>
- Record Company, Location, EIN, Beneficial Owners and Managers
- Report must be submitted no later than 90 days after Business Registration filing with Sect of State
- Penalties will apply to non-compliance- a violation of Federal law.

Step 5: Go get a bank account

- **Open a bank account, as your LLC/S Corp name and/or DBA.**
- **Use the EIN**
- **This allows checks to be written to the “entity” and not individuals**
- **It separates the individual from the company**
- **Never “co-mingle” funds**

Step 6: Consider a Corporate Credit and Debit Card

- **If you qualify, consider a corporate card**
- **It can help separate personal from company expenses**
- **It can help in electronic payments (Paypal)**
- **It can help in easier record keeping**
- **You may get “rewards”**

Step 7- Business Property Tax

- **Report to County Tax Assessor for Business Property Tax**
- **All property (excluding vehicles and real estate/ property) must be reported and taxed for county property tax**
- **First \$21500 is excluded- but filing is required**
- **Either actual receipts or state valuation can be used**
- **Valuation drop each year (depreciation) but never to zero unless no longer used**
- **Check with County Assessor for details ***

Step 8: City, County and other business licenses

- **Most cities require a business license**
- **Counties may also require business licenses**
- **Don't forget about Tri-Met (payroll tax)**
- **Licenses are NOT taxes- you may have to pay taxes to different entities**
- **Business licenses and taxes may not be all you need to pay...**

Step 9: Insurance

- **LLC/S Corp DO protect individual assets BUT the company may lose it all if there are any legal issues**
- **Umbrella policies (\$1M+) are affordable; about \$300/year.**
- **Investigate liability insurance and decide when to get it**
- **Some business types (construction, etc.) may require liability insurance as part of the license/permit**

Workman's Compensation Insurance

- **If you have employees, you need to get this**
- **It must be obtained before you can hire**
- **Failure to obtain Workman's Comp can results in fines, penalties and complete exposure to liabilities**

Workman's Compensation

**Department of Consumer & Business Services
Workers' Compensation Division, Employer Compliance
Unit**

P.O. Box 14480

Salem, OR 97309-0405

Phone: (503) 947-7815

Email: wcd.employerinfo@state.or.us

Internet site: www.oregonwcd.org

**Small Business Ombudsman for Worker's
Compensation Oregon**

Phone: (503) 378-4209

Step 10: Operating Agreement

- **If you have more than one member to the LLC, you need an Operating Agreement.**
- **An Operating Agreement is essentially a Pre-Nuptial Agreement**
- **It is designed to prevent issues and have a pre-written resolution to the issues.**
- **It should spell out:**
 - **Money issues- Who spends, can't spend money**
 - **Resolves ownership issues- Non compete, Non-disclosure and Non-solicitation issues**
 - **Breaking up, buying out and dissolving the company.**
- **It is NOT so much for when things go right, it is when things go wrong.**

Operating Agreements

- **Get a Lawyer**
- **Plan ahead of time your issues, your partner's issues.**
- **Write down what everyone wants**
- **The lawyer will tell whether what you want is either legal, or silly.**

Operating Agreements

- **Even if you are sole owner, consider an Operating Agreement**
- **LLC legally end upon the death of a member**
- **A sole owner can write in “survivor” clauses should you want to name a successor.**

Recap

- **Step 1- Business Structure**
- **Step 2- Register with the State**
- **Step 3- EIN number and State Tax #**
- **Step 4- Beneficial Owners Information**
- **Step 5- Bank Account**
- **Step 6- Corporate Credit Card**
- **Step 7- Business Property Tax**
- **Step 8- City and County Licenses**
- **Step 9- Insurance**
- **Step 10- Operating Agreement**