

6 STEPS TO GETTING STARTED

Step 1:

- As a sole proprietor, you are Doing Business as (DBA):_____.
- You are the business and the business is you.
- Use your SS# to identify the business.

Step2:

- Determine whether or not the facility and/or property meet the required codes required by the city or parish.
- If serving food, visit Health Department for requirements.

Step 3:

- Obtain Occupational License from the City or Parish.
- Determine if you are in need of another professional license or permit either local or state level.

Step 4:

- Determine if you need to charge sales tax and visit Iberia Parish School Board Office for either city or parish.
- For state sales tax, visit the Lafayette Regional Office.

Step 5:

- Visit your insurance agent to determine what type of insurance you will need, Liability and/or Business equipment and inventory.
- If you have employees, workmen's compensation.

Step 6:

- Open a Business checking account to be able to negotiate a check made payable to the business.

*You may wish to register with the State Secretary's Office.