

## Licensing procedures:

The following is a general list to follow to license a new business or to reissue a license for a newly purchased existing business:

1. To obtain an EIN (Employer Identification Number) Go to [www.irs.gov](http://www.irs.gov) and click on "Business" Next click on EIN number and fill out the form that should take 15 minutes or less and you will then have your Federal EIN number. You will receive Federal Income tax deposit information and other IRS information in a packet usually within 4 to 6 weeks.
2. Proceed to the Kentucky Revenue at 201 W Professional Park Ct. which is located off of Ashley circle in Bowling Green. Here you will get assistance on how to make Kentucky Income tax deposits and usually assistance on filing for the Sales tax ID number. The sales tax ID number and other licensing information can also be found at [www.sos.state.ky.us](http://www.sos.state.ky.us) which is the Secretary of State's web site.
3. If you are a sole proprietor proceed to the county court house and file a Doing Business As (DBA) with the county clerk. There is a small fee for this filing. This is also the office to file for the county Occupational and business license which has varying fees. If you are any other business entity other than a sole proprietor you will need to file with the Secretary of State whose web address can be found in #2 or #6
4. If you are conducting business within the city limits of Bowling Green proceed to the City Hall Annex to obtain Occupational and business licenses as required. Fees will vary dependent on type of business.
5. If you are doing business in Warren County, you must register with the Warren County School Board. This will enable you to pay Warren County Taxes.
6. After you have obtained your EIN number and the DBA you may take these documents to the bank of your choice and open a business checking account. Bank fees vary greatly so do some comparison shopping before settling on your bank.
7. There are many other licensing issue that may be involved depending on the type of business. Fire, food handling, zoning, building inspections, childcare laws, and federal wage and hour laws may all be needed depending upon the type of business to be operated. The business license page at the Secretary of State's web site [www.sos.state.ky.us](http://www.sos.state.ky.us) is a good reference point for these as well.
8. If you encounter any problems in licensing or have any questions related to starting your business do not hesitate to contact me at [rick.horn@wku.edu](mailto:rick.horn@wku.edu) or phone 270-745-1905 for further assistance.