

CREATING YOUR BUSINESS ENTITY



REGISTER YOUR BUSINESS NAME WITH THE SECRETARY OF STATE

- 1 **Visit:** <https://sosbiz.idaho.gov/> and create an account
- 2 Click on "**Business Forms**"
- 3 **Complete** the form for your desired entity type (consult with your CPA)
- 4 **Follow** instructions for submission & payment

You will be notified when your business is registered

APPLY FOR EIN (EMPLOYER IDENTIFICATION NUMBER)

- 1 **Visit:** <https://sa.www4.irs.gov/modiein/individual/index.jsp>
- 2 Click on "**Begin**"
- 3 **Complete** the application

You will be notified by the IRS when your EIN is approved

COMPLETE YOUR W-9

- 1 The W-9 form is used to provide your correct Taxpayer/Employer Identification Number (EIN) to the company required to file an information return with the IRS for reporting (anyone who pays money to your business)
- 2 A blank form can be downloaded on the **IRS website** or on the **Toolbox > Documents & Forms**

SET UP YOUR BUSINESS WITH SILVERCREEK

Follow these instructions if you would like your commission checks paid to your business name

- 1 **Visit:** www.scoffice.net and login
- 2 Click on "**Update Your Information**" in the top right corner
- 3 **Upload** your W-9 form and save