Small Business Checklist
4 Essential Steps to Establish Your Business

1. Register your business with the State of Florida (SunBiz)
   All businesses that are currently operating or plan to operate in Miami-Dade County, will need to register their business at the state level. For Florida, this happens at Sunbiz.org. This registration must be renewed on an annual basis.
   $ There is a cost associated with this step.

2. Apply for your EIN
   The next step is to obtain an Employer Identification Number (EIN). This number is a unique identifier for your business provided by the IRS for tax purposes. You will use your EIN for many business related tasks, including opening a business bank account.

3. Determine the significance of your business address
   In addition to registering your business with the state, it is also required to register locally. The registration process will vary depending on where your business is located. This is required for all business types (retail, office-based, virtual, home-based, etc).

4. Obtain Your Local Business Tax Receipt (LBT)
   Every business in Miami-Dade County will need to maintain an active Local Business Tax Receipt (LBT). This document must be renewed annually and is issued on October 1st of each year. If your business is located within a municipality (also known as a City), you will need both a city tax receipt and a county tax receipt.
   $ There is a cost associated with this step.

BONUS: Connect with the local business community
   You don’t have to navigate the entrepreneurial journey alone. Miami-Dade County has an entire ecosystem of resources and support organizations available to help you as you scale and grow your business. Join the Miami-Dade County’s STRIVE305 community, and follow Axis Helps for all the latest information.

More Information