

California

State Registration Cheat Sheet



Expected Turn Around – Less than 1 week

Complexity – **Low**

Steps:

1. Register with the Department of Labor and the Department of Revenue [here](#)
2. Register with the Secretary of State [here](#). This is only needed if you're a Domestic company or a Non-Profit
 - Domestic means- a company incorporated in California. If you're a Delaware corp you **do not** need to register with the SOS

Quick Tips:

- Have the following ready
 - Date of Incorporation
 - Founder/Point of Contact SSN + Date of Birth

Texas

State Registration Cheat Sheet



Expected Turn Around - 3-4 Weeks

Complexity - **Low**

Steps

1. Sign up for a login with the SOS first [here](#).
 - a. If you run into problems you can contact sosdirect@sos.texas.gov or call (512) 475-2755
2. Register at the Department of Labor registration can be done [here](#)
 - a. For issues call 469-422-6740

Quick Tips

- Fees paid by credit card are subject to a 2.7% convenience fee. The registration is **\$750.00**
- Texas randomly issues a requirement to complete a Franchise Nexus Application through the Comptroller. This is an online form that can be completed very quickly as long as the client is not a franchise.

Florida

State Registration Cheat Sheet

Expected Turn Around - 2-3 Weeks

Complexity - **High**

Steps:

1. You will have to sign up with the SOS [here](#).
 - Unless you're incorporated in Florida- use the Foreign Registration
 - Fee - 70\$
 - A **Registered Agent** is required.
2. You then register with the Department of Revenue [here](#).
3. Then you register with the Department of Child and Family Services [here](#)

Quick Tips

- Florida has an Annual Report that must be filed between Jan 1 and May 1st to remain active.
 - It's filed online **here**.
 - It's a \$150 fee to file, and a 400\$ late fee if filed after May 1st.
 - File it early!



New York

State Registration Cheat Sheet

Expected Turn Around - 3-4 Weeks

Complexity - **High**

Steps

1. Complete an Application for Authority with the Secretary of State.
2. Send in the Application for Authority with a \$225 check made payable to the New York Department of State, and a Certificate of Good Standing from the last year.
 - a. Send to New York Department of State, Division of Corporations, One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231
3. Register at the NY.Gov website, and then report your new hire.
4. Complete the NYS100 - Unemployment Insurance Registration here
 - a. Takes 10-15 business days to process
5. Receive the Employer #, and enter it on your NY.Gov profile
 - a. This then takes 10 business days to process
6. Once this has processed, register for the promptax withholding on NY.Gov



Illinois

State Registration Cheat Sheet



Expected Turn Around - 1-2 Weeks

Complexity - **Medium**

Steps

1. Register with the Secretary of State [here](#).
 - a. **Must** be submitted via paper mail
 - b. Required a [Registered Agent](#)
 - c. 150\$ fee by Check
 - d. Sent to Secretary of State, Department of Business Services, 501 S. Second Street, Rm. 350, Springfield, IL 62756
2. Register with the Department of Labor and Department of Revenue [here](#)