



NEW BUSINESS CHECKLIST

Step 1. Insure your business is registered with the Internal Revenue Service and State of Kentucky. Kentucky One Stop Business Portal can assist: <http://onestop.ky.gov>.

Step 2. Fill out Application for doing business in Rowan County on **FIN01 06/19**. Rowan County* requires a business license on file for each of your business entities. At minimum for each business, the Net Profits License tax must be filed 105 days from the end of your fiscal year (for year ending in December, this falls on April 15th of the following year). If you have employees, the occupational tax applies, which is 1.5% of gross payroll before IRS Section 125 benefits are withheld. Payroll withholding tax is due one month after each quarter of the Calendar year (April 30, July 31, October 31, January 31). A reminder is sent to each business on a quarterly basis and forms are provided on the website under the occupational license office.

Step 3. Insure you have all required licenses, insurance, and permits before operating your business. Know your rights as an employer and insure you have a thorough understanding of your responsibilities to your employees. Familiarize yourself with local ordinances, including Chapter §110 of the Rowan County Ordinance Code.

*This applies to the City of Morehead, Kentucky as well.