

# Steps for Registering Your New Business

Setting up a new LLC is easy. Letting Lyra do it for you is even easier!

<b>New LLC</b>	Register your new LLC with the Georgia Secretary of State	<a href="https://ecorp.sos.ga.gov/Account">https://ecorp.sos.ga.gov/Account</a>	<input type="checkbox"/> Create a login to begin <input type="checkbox"/> Cost is \$100 <input type="checkbox"/> Must have principal address, principal agent, and at least 1 organizer (may be the same as the principal agent)
<b>NAICS Code</b>	Find your 2-digit NAICS sector code	<a href="https://classcodes.com/naics-2-digit-sector-codes/">https://classcodes.com/naics-2-digit-sector-codes/</a>	<input type="checkbox"/> Required for completing corporate registration

## Additional Steps Required for Employers and \*S Corporations:

<b>Federal ID</b>	Obtain Federal EIN (necessary for registering as an employer)	<a href="https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online">https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online</a>	<input type="checkbox"/> Required for filing and depositing federal income tax withheld from payroll
<b>State Tax ID</b>	Register for a state income tax account and ID	<a href="https://gtc.dor.ga.gov/#6">https://gtc.dor.ga.gov/#6</a>	<input type="checkbox"/> Create a login to begin <input type="checkbox"/> Required for filing and depositing state income tax withheld from payroll
<b>State Unemployment ID</b>	Register for a state unemployment insurance account and ID	<a href="https://www.dol.state.ga.us/Access/Service/LogonDOL1">https://www.dol.state.ga.us/Access/Service/LogonDOL1</a>	<input type="checkbox"/> Create a login to begin <input type="checkbox"/> Required for filing and paying state unemployment insurance
<b>E-Verify</b>	Obtain an employment e-verify account	<a href="https://www.uscis.gov/e-verify/enroll-e-verify">https://www.uscis.gov/e-verify/enroll-e-verify</a>	<input type="checkbox"/> Free service offered by federal govt to verify residency status of employees <input type="checkbox"/> Required for city of Atlanta businesses employing 11 or more people

## Steps for applying for a City of Atlanta business license, required by Feb 15<sup>th</sup> following the launch of your business:

<b>Business License</b>	(city/county specific) City of Atlanta business license:	<a href="https://www.atlantaga.gov/government/departments/finance/revenue/applying-for-a-business-license">https://www.atlantaga.gov/government/departments/finance/revenue/applying-for-a-business-license</a>	<input type="checkbox"/> Cost is \$125 You will need: <input type="checkbox"/> Copy of approved govt-issued ID <a href="https://www.atlantaga.gov/home/showdocument?id=12147">https://www.atlantaga.gov/home/showdocument?id=12147</a> <input type="checkbox"/> Regulatory permits, if applicable <input type="checkbox"/> Federal EIN <input type="checkbox"/> Ga taxpayer ID <input type="checkbox"/> Ga Secretary of State control number
<b>SAVE &amp; E-Verify Affidavit</b>	Notarize affidavits required for City of Atlanta business license	<a href="https://www.atlantaga.gov/home/showdocument?id=23789">https://www.atlantaga.gov/home/showdocument?id=23789</a> <a href="https://www.atlantaga.gov/home/showdocument?id=23788">https://www.atlantaga.gov/home/showdocument?id=23788</a>	City of Atlanta requires notarized affidavits verifying US residency and registration for E-Verify services