

## WELCOME PACKET

# Dear Business Owner,

As your Secretary of State, I am committed to ensuring that starting, managing, and growing a business in Rhode Island is easier than ever. I am confident you will find our Business Services Division offers a wealth of tools and resources to help you keep your business on track. As part of this effort, we have included the following helpful materials in this packet:

- **About My Business: Business Snapshot and Annual Task List**

This fillable form is an easy way to keep track of important information about your business and reminds you of the actions you must take annually to remain in good standing.

- **About My Records: Business and Financial Documents**

There are many aspects to starting a business that happen behind the scenes. This resource helps break down important legal and accounting considerations.

- **Life of a Rhode Island Business**

This infographic lays out the steps you should take to keep your business in compliance with the RI Department of State, the IRS, the RI Division of Taxation, and your local municipality.

- **About Employment: Employer Basics**

This chart describes the agencies you should contact when you're ready to hire employees and the requirements you must fulfill for each.

- **Contact List**

This helpful list provides the contact information for state agencies and other business-friendly groups for easy future reference.

In addition to these resources, our RI Business Website ([sos.ri.gov/divisions/business-services](https://sos.ri.gov/divisions/business-services)) is available 24/7 to help you navigate managing and growing your business.

I wish you all the best in your new endeavor.

Sincerely,



Nellie M. Gorbea  
Secretary of State



*Congratulations on taking  
the first step in starting  
your Limited Liability  
Company in Rhode  
Island!*



**RI Business  
Services**

### CONTACT

 [corporations@sos.ri.gov](mailto:corporations@sos.ri.gov)

 401.222.3040

 [sos.ri.gov](https://sos.ri.gov)

 @RISecState

### ADDRESS

RI Department of State  
148 W. River St.,  
Providence, RI 02904

Monday through Friday  
8:30 am – 4:30 pm

## ABOUT MY BUSINESS

# Business Snapshot and Annual Task List

## Tip

Complete your Snapshot to make accessing important information about your LLC easy!

### ENTITY INFORMATION

Keep track of the information on file with the RI Department of State.

**NAME OF LLC** *(List the name exactly as it appears in the database)*

**IDENTIFICATION NUMBER** *(The nine-digit number assigned to your LLC)*

**RESIDENT AGENT/RESIDENT OFFICE**

*(List your resident agent and their RI street address)*

**NAME OF AGENT** *(Resident Agent)*

**ADDRESS OF AGENT** *(Resident Office)*

**CID/PIN** *(Use these identifiers to submit online filings)*

**MANAGEMENT STRUCTURE** *(Who manages your LLC?)*

- ☐ Members (owners)
- ☐ Manager(s) (hired assistance)

**TAX DESIGNATION** *(How you chose to be taxed federally)*

- ☐ Partnership
- ☐ Corporation
- ☐ Disregarded as an entity separate from its member(s)

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## FEDERAL INFORMATION

Keep track of the information on file with the IRS.

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## EMPLOYMENT IDENTIFICATION NUMBER (EIN)

*(The nine-digit number assigned to identify your business)*

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## FISCAL YEAR END *(Tax accounting period)*

☐ Calendar year (Dec. 31)

☐ Fiscal year (last day of any other month) \_\_\_\_\_

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## MANDATORY ANNUAL FILINGS

Keep track of the filings you must submit to the RI Department of State, the RI Division of Taxation and the IRS.

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## STATE FILING – ANNUAL REPORT (FORM 632)

FILING OFFICE: RI Department of State  
PERIOD TO FILE: September 1 – November 1  
ANNUAL FILING FEE: \$50

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## STATE FILING – TAX RETURN (FORM 1065)

FILING OFFICE: RI Division of Taxation  
DEADLINE TO FILE: By March 15  
Minimum \$400 corporate tax due

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## FEDERAL FILING – RETURN

FILING OFFICE: Internal Revenue Service  
PERIOD TO FILE\*: \_\_\_\_\_

\*Depending on your tax structure, your LLC may use a personal or corporate return.  
The filing period for each varies. See [irs.gov](https://www.irs.gov) for more information.

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**PROFESSIONAL ADVISORS**

Keep track of your financial, legal,  
and insurance support team.

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**ATTORNEY** *(Name and contact information)*

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**ACCOUNTANT** *(Name and contact information)*

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**INSURANCE – LIABILITY**

COMPANY NAME \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

COVERAGE PERIOD \_\_\_\_\_

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**INSURANCE – WORKERS' COMPENSATION**

COMPANY NAME \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

COVERAGE PERIOD \_\_\_\_\_

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**LICENSING**

Keep track of your state and local licenses.

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**STATE AGENCY**

TYPE OF LICENSE \_\_\_\_\_

LICENSE NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

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**MUNICIPALITY**

TYPE OF LICENSE/PERMIT \_\_\_\_\_

LICENSE NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

## ABOUT MY RECORDS

# Business and Financial Documents

## Tip

A new LLC has many important things to consider. Don't be afraid to seek professional help!

The documents you file with the RI Department of State effectively create a legal entity separate from the individuals making up your LLC. Those documents do not determine how the business is managed internally or contain financial or ownership information. Your LLC should consider the following important aspects of organizing and running your business.

### Organizational and Planning Documents

It is extremely important that your LLC record its own rules, regulations and provisions. To do this, you should create and agree to an **Operating Agreement**, which are internal documents that determine how the LLC will govern its own operations. A **Business Plan** is another useful document which will help you stay on the right track. A business plan is typically held internally; however, you may be asked to provide a copy of your business plan to financial institutions if you decide to seek funding.

**Who can help?** Contact a qualified attorney

### Recordkeeping

While none of these documents are filed with the RI Department of State or subject to public inspection under normal circumstances, your business is required to keep careful record of the following:

- Financial statements and annual reports showing income, expenses and contributions including a summary of transactions in an accounting journal or ledger for each tax year/accounting period.
- A list of all members, including full names and addresses.
- Copies of the minutes of annual and other special meetings. This may include meetings of the members to amend the Operating Agreement, make resolutions, or make other important business decisions.
- Keep these records permanently: audit reports, determination letter from the IRS and related correspondence, insurance policy documents, real estate deeds, mortgages, and bills of sale.
- Copies of federal, state and local tax returns.

**Who can help?** Contact a qualified attorney and/or CPA

### Financial Accounts

It is vital that business funds and personal funds be kept separate. A business bank account should never be used to pay personal expenses, and a personal account should never be used to pay business expenses, including payroll. When personal and business funds mix, the owner of the personal account risks allowing some or all of his or her personal assets to be attached in payment of the business's debts.

**Who can help?** Contact a certified public accountant (CPA)

### Your Brand

Your business is your brand. It is important to ensure that the public sees your LLC as an entity separate from its members. If not, you not only risk diluting your brand, members' own personal assets may be at risk as well. If you have a logo, you may also consider filing for a Rhode Island or Federal trademark or service mark to protect its use.

**Who can help?** Contact a qualified attorney

### Insurance

There are many reasons a new business may want or need insurance. If you operate a brick and mortar location, for instance, you will need liability insurance to protect your business should an accident happen on the premises. You should consult with an insurance agent to determine the requirements for your specific business and determine what type of coverage is necessary.

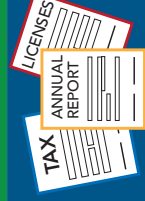
**Who can help?** Contact an insurance agent

# Life of a Rhode Island BUSINESS

**Nellie M. Gorbea**  
Secretary of State



## STARTING YOUR BUSINESS



## MAINTAINING YOUR BUSINESS



## CLOSING YOUR BUSINESS

**RHODE ISLAND  
DEPARTMENT  
OF STATE**

File Articles of Incorporation  
(\$230), or  
Articles of Organization (\$150).

File your Annual Report  
(\$50) each year you are  
in business.

File Articles of Dissolution  
(\$50)

**!** Failing to file an annual report  
does not dissolve your business.

**IRS  
REQUIREMENTS**

File form SS-4 or apply online  
to obtain your Employer  
Identification Number (EIN).

File and pay your business  
taxes at least annually, as  
required.

File your final annual return.  
Visit the IRS Closing a Business  
Checklist to be sure you file all  
necessary forms.

**RHODE ISLAND  
DIVISION  
OF TAXATION**

If you are making sales at retail or  
hiring employees, complete the  
Business Application and Registra-  
tion (BAR) form at [www.tax.ri.gov](http://www.tax.ri.gov).

File and pay your business  
taxes. Pay the minimum  
Fee/Tax (\$400) each year you  
are in business.

Complete a Final Return Form.  
Be sure you are current with  
your taxes.

**CITY/TOWN**

Each city/town has different  
procedures for registering  
businesses, such as licenses  
and/or permits. Check with your  
local city/town hall.

Renew your licenses  
and/or permits  
each year you are  
in business.

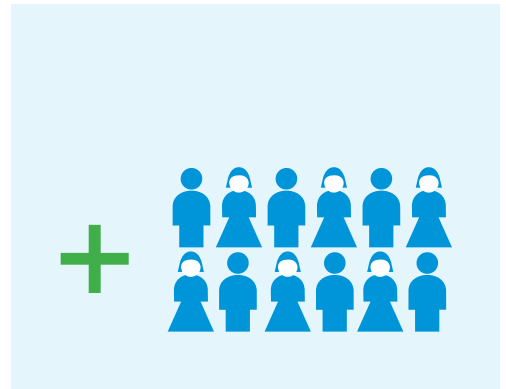
Cancel all licenses and permits you  
will no longer need.  
If you do not cancel, you may be  
liable for fees.

### DISCLAIMER

The content on this infographic is offered as a public service for Business Corporations and LLCs. This information should not be used as a substitute for legal, financial or tax advice from an attorney or a certified public accountant.

## ABOUT EMPLOYMENT

# Employer Basics



There are State & Federal requirements that you must complete to ensure you do things the right way. Use this guide to assist you in navigating that big step.

AGENCY	REQUIREMENTS
<b>RI Department of Labor and Training</b> <a href="http://www.dlt.state.ri.us">www.dlt.state.ri.us</a> 401-462-8000	Carry workers' compensation insurance. Display unemployment and training posters on-site. Contact the agency if an employee suffers a workplace injury.
<b>Rhode Island New Hire Reporting Directory</b> <a href="http://ri-newhire.com">ri-newhire.com</a> 888-870-6461 Ext. 200	Contact the agency if you hire or re-hire an employee within the last month.
<b>U.S. Department of Labor</b> <a href="http://www.dol.gov">www.dol.gov</a> 866-487-2365	Comply with federal and state minimum wage, overtime, recordkeeping and child labor standards.
<b>Occupational Safety and Health Administration (OSHA)</b> <a href="http://www.osha.gov">www.osha.gov</a> 401-528-4669	Comply with federal and state workplace safety and health regulations.
<b>U.S. Citizenship and Immigration Services</b> <a href="http://www.uscis.gov">www.uscis.gov</a> 800-375-5283	Complete form I-9 for all employees and store completed forms on-site.

This guidance is not intended to replace the assistance of an attorney or CPA.

Your local Chamber of Commerce may be a great resource to help your business thrive. Contact your local chamber directly to find out about the opportunities they offer.

# State Agencies Contact List

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## Business Registration

### **RI Department of State, Business Services Division**

148 W. River Street, Providence, RI 02904  
(401) 222-3040  
<https://sos.ri.gov/divisions/business-services>

### **RI Division of Taxation**

One Capitol Hill, Providence, RI 02908  
(401) 574-8484  
<http://www.tax.ri.gov/>

### **RI Department of Labor and Training**

1511 Pontiac Avenue, Cranston, RI 02920  
(401) 462-8000  
<http://www.dlt.state.ri.us/>

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## Professional Licensing

### **RI Department of Health**

3 Capitol Hill, Providence RI 02908  
(401) 222-5960  
<https://health.ri.gov/>

### **RI Department of Business Regulation**

1511 Pontiac Avenue, Cranston, RI 02920  
(401) 462-9500  
<https://dbr.ri.gov/>

### **RI Department of Environmental Management**

235 Promenade Street, Providence, RI 02908  
(401) 222-4700  
<http://www.dem.ri.gov/>

### **Contractors' Registration & Licensing Board**

560 Jefferson Blvd., Suite 200, Warwick, RI 02886  
(401) 921-1590  
<http://www.crb.ri.gov/>

### **Public Utilities Commission & Division of Public Utilities and Carriers**

89 Jefferson Blvd., Warwick, RI 02888  
(401) 941-4500  
<http://www.ripuc.org/>

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## Business Support Organizations

### **SCORE**

(401) 226-0077

<https://ri.score.org/>

### **RI Small Business Development Center (SBDC)**

(401) 874-7232

<https://web.uri.edu/risbdc/>

### **Center for Women and Enterprise (CWE)**

(401) 222-0800

<http://www.cweonline.org/About-CWE/CWE-Rhode-Island>

### **Social Enterprise Greenhouse (SEG)**

(401) 272-2558

<http://segreenhouse.org/>

### **RI Commerce Corporation**

(401) 278-9100

<https://commerceri.com/financing/>

### **RI Small Business Administration**

(401) 528-4561

<https://www.sba.gov/funding-programs/loans>