

# CONGRATULATIONS ON TAKING THE FIRST STEP IN STARTING YOUR BUSINESS IN MISSISSIPPI!



As your Secretary of State, I want to ensure starting and maintaining a profitable business in Mississippi is easier than ever. Our Business Services & Regulations Division offers excellent resources and premier customer service to help keep your business moving forward. In this packet, you'll find the following information:

- **About My Business: Business Snapshot and Annual Task**  
This fillable form provides an easy way to keep track of important information about your business and serves as a reminder of the necessary annual tasks to keep your business in good standing.
- **About My Records: Business and Financial Documents**  
You may not be aware of all the steps required to start a business. This resource helps identify critical legal and accounting considerations.
- **Life of a Mississippi Business**  
This infographic lays out the steps necessary to keep your business in compliance with the MS Secretary of State, the IRS, the MS Department of Revenue, and your local municipality.
- **SOS Resources**  
Mississippi Boss, Y'all Business, and our Welcome to Business webinars are great tools for Mississippi businesses available through our website.
- **About Employment: Employer Basics**  
This document provides a list of agencies to contact when you are ready to hire employees. Be sure to look over the requirements associated with each contact.
- **Contact List**  
Provides contact information for state agencies and other business-friendly groups for easy future reference.

Should you need assistance with any of the resources above, please do not hesitate to reach out to our Business Services & Regulation Division ([sos.ms.gov/business-services-regulation](https://sos.ms.gov/business-services-regulation)).

I wish you all the best in your new business.

Sincerely,

A handwritten signature in black ink that reads "Michael Watson". The signature is fluid and cursive, written in a professional style.

Michael Watson  
Secretary of State

# ABOUT MY BUSINESS

**TIP:** Complete your Snapshot to make accessing important information about your business easy!

## BUSINESS SNAPSHOT AND ANNUAL TASK LIST

### ENTITY INFORMATION

We recommend using this document to keep information from your MS Secretary of State filings easily accessible. Use this fillable PDF to store and save essential information.

### MS SOS Business Services & Regulation Login Information

Username:

\_\_\_\_\_

Password:

\_\_\_\_\_

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

\_\_\_\_\_

**IDENTIFICATION NUMBER** *(MS Business ID number)*

\_\_\_\_\_

### Registered Agent

*(List your registered agent and their MS street address)*

**NAME OF REGISTERED AGENT**

\_\_\_\_\_

**ADDRESS OF REGISTERED AGENT** *(Must be a MS address)*

\_\_\_\_\_

\_\_\_\_\_

# BUSINESS SNAPSHOT AND ANNUAL TASK LIST

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## FEDERAL INFORMATION

Keep track of the information on file with the IRS. To obtain your Federal EIN, visit [irs.gov](https://irs.gov).

## EMPLOYMENT IDENTIFICATION NUMBER (EIN)

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

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

Calendar year (December 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 MS Secretary of State, the MS Department of Revenue, and the IRS.

## STATE FILING – ONLINE ANNUAL REPORT

FILING OFFICE: MS Secretary of State

PERIOD TO FILE: January 1 – April 15

ANNUAL FILING FEE: FREE

FILE YOUR ANNUAL REPORT [HERE](#).

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## STATE FILING – TAX RETURN

FILING OFFICE: MS Department of Revenue

TAP Account Username: \_\_\_\_\_

TAP Account Password: \_\_\_\_\_

Login to TAP [HERE](#)

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## FEDERAL FILING – RETURN

FILING OFFICE: \_\_\_\_\_

PERIOD TO FILE\*: \_\_\_\_\_

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

# ABOUT MY BUSINESS

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## BUSINESS SNAPSHOT AND ANNUAL TASK LIST

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### PROFESSIONAL ADVISORS

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

#### 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 (If Applicable)

Certain professions require professional licensing. Be sure to follow state and local licensing requirements. For a list of all licensing boards, visit [MS.gov](https://www.ms.gov).

#### STATE AGENCY

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

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

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

YOUR LICENSING BOARD  
CONTACT INFORMATION \_\_\_\_\_

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#### MUNICIPALITY (LINES FOR CONTACT)

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

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

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

CONTACT INFORMATION \_\_\_\_\_

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# ABOUT MY RECORDS

**TIP:** Starting a new business may seem intimidating at first, but it doesn't have to be. Don't be afraid to seek professional help!

## BUSINESS AND FINANCIAL DOCUMENTS

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

### ORGANIZATIONAL & PLANNING DOCUMENTS

It is imperative for your business to record its own rules, regulations and provisions. To do this you should create and agree to an Operating Agreement, Partnership Agreement, or Bi laws, which are internal documents that determine how the business will govern its own operations. A Business Plan is another helpful document that 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 or business counselor.

### RECORDKEEPING

While none of the documents listed below are filed with the MS Secretary 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, partners, and shareholders, including full names and addresses.
- Copies of the minutes of annual and other special meetings.
- 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

Business funds and personal funds must 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.

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

### YOUR BRAND

Your business is your brand. If you have a logo, you may also consider filing for a Mississippi or Federal trademark or service mark to protect its use.

**Who can help?** Contact a qualified attorney or visit our trademark division [here](#) to get started.

### 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 decide which type of coverage is necessary.

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

# LIFE OF A MISSISSIPPI BUSINESS

**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.

## STARTING YOUR BUSINESS

## MAINTAINING YOUR BUSINESS

## CLOSING YOUR BUSINESS

### MISSISSIPPI SECRETARY OF STATE

File formation documents.

LLC and Corporations file your annual report each year you are in business.

File for Certificate of Dissolution.

### 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.

### MISSISSIPPI DEPARTMENT OF REVENUE

If you are making sales at retail or hiring employees, visit [MS Department of Revenue](#) for relevant registrations.

File and pay your business taxes 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 as required 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.



**Michael Watson**  
SECRETARY OF STATE



# MS SECRETARY OF STATE

**TIP:** Using the right tools to develop your business can be vital to your success.

## BUSINESS SERVICES RESOURCES

*There are numerous resources available to you on the MS Secretary of State's website, but the three listed below are designed to help you get your business off to a great start.*

### MISSISSIPPI BOSS

The Mississippi Boss tool is a brief five-question survey that will generate a document containing contact information for all local, state, and federal level entities you may need to contact to get your business established. This document can be used on the MS Boss site, printed, or emailed to you for future reference. Visit this [one-stop-shop](#) and click the "start your business today" button to access the information.

### Y'ALL BUSINESS

Y'all Business is an interactive map business owners can use to research county, city, and metropolitan area data such as traffic counts, existing businesses, spending habits, and much more. With more than 3500 free downloadable reports, business owners have the information to make data-driven decisions regarding their businesses. Explore [Y'all Business](#) today!

### WELCOME TO BUSINESS WEBINARS

To ensure new business owners are informed about the resources available to their business in Mississippi, we hold twice-monthly Welcome to Business webinars. These 45-minute live events will introduce the resources available on our website and highlight success partners available to serve you at no cost. We want to connect you to as many good tools as possible to make your endeavor a great success. Click [here to register](#) for one of our upcoming webinars or visit the Welcome to Business webinar tab on our Business Services & Regulation website.

## FinCEN

Reporting of Beneficial Ownership Information to the Financial Crimes Enforcement Network (FinCEN) Beginning January 1, 2024, certain types of corporations, limited liability companies, and other similar entities created in or registered to do business in the United States must report information about their beneficial owners—the persons who ultimately own or control the company—to the Department of the Treasury's Financial Crimes Enforcement Network (FinCEN). Additional information about the reporting requirements, including answers to questions such as "is my company required to report beneficial ownership information to FinCEN," "who is a beneficial owner," and "when do I need to report my company's beneficial ownership information" is available on FinCEN's beneficial ownership information webpage, [FinCEN.gov/BOI](https://fincen.gov/BOI). You can also subscribe to [FinCEN Updates](#) for future guidance documents.

# ABOUT EMPLOYMENT

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

## 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>MS Department of Employment Security</b> <a href="https://mdes.gov">mdes.gov</a> 601-321-6000	<ul style="list-style-type: none"><li>• Carry workers' compensation insurance.</li><li>• Display unemployment and training posters on-site.</li><li>• Contact the agency if an employee suffers a workplace injury.</li></ul>
<b>MS New Hire Reporting</b> <a href="https://mdes.ms.gov/employers/new-hire-reporting/">mdes.ms.gov/employers/new-hire-reporting/</a> 601-321-6000	<ul style="list-style-type: none"><li>• Contact the agency if you hire or re-hire an employee within the last month.</li></ul>
<b>U.S. Department of Labor</b> <a href="https://dol.gov">dol.gov</a> 866-487-2365	<ul style="list-style-type: none"><li>• Comply with federal and state minimum wage, overtime, recordkeeping, and child labor standards.</li></ul>
<b>Occupational Safety and Health Administration (OSHA)</b> <a href="https://osha.gov">osha.gov</a> 401-528-4669	<ul style="list-style-type: none"><li>• Comply with federal and state workplace safety and health regulations.</li></ul>
<b>U.S. Citizenship and Immigration Services</b> <a href="https://uscis.gov">uscis.gov</a> 800-375-5283	<ul style="list-style-type: none"><li>• Complete form I-9 for all employees and store completed forms on-site.</li></ul>



# STATE AGENCIES CONTACT LIST

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**TIP:** 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.

## BUSINESS REGISTRATION CONTACT

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### **MS Secretary of State, Business Services & Regulation Division**

125 South Congress Street

Jackson, MS 39201

601-359-1633

[CustomerService@sos.ms.gov](mailto:CustomerService@sos.ms.gov)

[sos.ms.gov/business-services-regulation](https://sos.ms.gov/business-services-regulation)

### **MS Department of Revenue**

500 Clinton Center Drive

Clinton, MS 39056

601-923-7700

[dor.ms.gov](https://dor.ms.gov)

### **MS Department of Employment Security**

1235 Echelon Parkway, P.O. Box 1699

Jackson, MS 39215-1699

601-321-6000

[mdes.ms.gov](https://mdes.ms.gov)

## BUSINESS SUPPORT ORGANIZATIONS

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

1-800-725-7232

[mississippisbdc.org](https://mississippisbdc.org)

### **MS Development Authority**

601-359-3449

[mississippi.org](https://mississippi.org)

### **JSU Women Business Center**

601-979-4186

[www.jsums.edu/wbc](https://www.jsums.edu/wbc)

### **ASU Women's Business Center**

601-304-4370

[alcorn.edu/discover-alcorn/womens-business-center](https://alcorn.edu/discover-alcorn/womens-business-center)

### **Veterans Business Outreach Center at MSU**

662-325-4490

[vboc.msstate.edu](https://vboc.msstate.edu)

**Secretary of State's Office**  
**125 South Congress Street**  
**Jackson, Mississippi 39201**  
**601-359-1633**  
**[www.sos.ms.gov](http://www.sos.ms.gov)**



***Michael Watson***  
**SECRETARY OF STATE**

