

## Thank you for contacting the Illinois Department of Commerce and Economic Opportunity - (DCEO).

A business would first need to determine whether a state license is required. If they don't know, they can call us for that information.

We also explain to our clients that many communities require businesses to be licensed or registered and comply with local regulations and encourage them to check with the county [St. Clair County - 277-6600] or city clerk's office [O'Fallon Deputy City Clerk - 624-4500 x 8715] to determine local regulations and if additional requirements must be fulfilled.

Most businesses operating in Illinois will need to register with the Illinois Department of Revenue (IDOR) and obtain a Business Taxpayer Identification number. Any business buying or selling items (wholesale or retail), hiring employees, or manufacturing goods needs to register & obtain this number. The IDOR's Central Registration Division can be reached at 800-732-8866 or 217/785-3707. Visit their website [www.tax.illinois.gov](http://www.tax.illinois.gov) for more details.

If they are a sole proprietor or a general partnership and the business name is different from the owner(s) full legal name(s), the Illinois Assumed Name Act requires the business name to be registered with the local county clerk's office.

To adopt an assumed name for an Illinois Corporation or Limited Liability Company (LLC) they would contact the Illinois Secretary of State's office by calling them at 217/782-6961. Forms are available online at: [http://www.cyberdriveillinois.com/departments/business\\_services/home.html](http://www.cyberdriveillinois.com/departments/business_services/home.html). While online they can search their database for name availability or to check the status of a Corporation or LLC.

An Employer Identification Number (EIN) is issued by the Internal Revenue Service (IRS). To receive an EIN, please call the IRS at 800/829-4933 or visit their website at <http://www.irs.gov/>.

There are several basic state business registration requirements - such as name registration, taxation, licensing, etc. we have a handbook covering these topics called "Starting Your Business in Illinois" that you can find at the website <http://www.ienconnect.com/handbook>. The handbook is a 40-page booklet that contains information that will assist you in starting your business as well as providing you with a business plan outline. A well developed and detailed business plan is usually necessary to obtain financing of any kind.

In addition to the handbook, there are Illinois Small Business Development Centers (Illinois SBDCs) located throughout the state that will help you with loan information, business plan development, and general business assistance. To locate your nearest Illinois SBDC office, please visit <http://www.ienconnect.com/directory> (enter your complete address or zip code).

*Diana Mohr - Business Information Center  
Illinois Department of Commerce and Economic Opportunity  
Office of Entrepreneurship, Innovation & Technology  
500 E. Monroe St., Springfield, Illinois 62701  
217.558.6304 or Helpline 800.252.2923  
Fax: 217.557.2853*

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Other numbers:

Home Occupations - City of O'Fallon, Community Development Department  
(618)624-4500 x 4  
Fax (618)624-4534