

BUSINESS REGISTRATION INFORMATION

The City of O'Fallon requires all businesses domiciled within the City limits to obtain a business registration. Please contact the City Clerk's office (O'Fallon Deputy City Clerk - 624-4500 x 8715) to determine local regulations, and if additional requirements must be fulfilled. The forms can be accessed on-line at <https://www.ofallon.org/city-clerk/pages/business-registration-home-based-business-registration-and-liquor-application>.

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 need to register & obtain this number. The IDOR's can be reached at (618) 624-6773 (Fairview Heights). Visit the Central Registration Division website www.tax.illinois.gov for more details. An Employer Identification Number (EIN) is issued by the Internal Revenue Service (IRS). To receive an EIN, please call the local IDOR at (618) 624-6773 or visit the IDOR website at <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>.

For 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. Please call (618) 277-6600 for more information.

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

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).

For Food License information, contact St. Clair County Health, 19 Public Square,

Ste. 150, Belleville, Illinois 62220, (618) 233-7769, <http://www.health.co.st-clair.il.us/Pages/default.aspx>.

For more information, contact the Illinois Department of Commerce and Economic Opportunity, Office of Entrepreneurship, Innovation & Technology
500 E. Monroe St., Springfield, Illinois 62701
Helpline 800.252.2923
<https://www.illinois.gov/dceo/Pages/default.aspx>

For Home Occupations, contact the Community Development Office, 2nd Floor, (618) 624-4500 ext. 4, <https://www.ofallon.org/planning-zoning-division/pages/home-occupations-and-home-child-care>