

# Business Registration and Licensing

It takes time to jump through all the hoops, but better to do it up front and discover any problems, than wait until you've invested lots of time and money.

As you evaluate your recreation enterprise proposal, you may want to consider changing the status of your business entity from a sole proprietorship to a limited partnership or corporation to address liability/insurance issues. (see section on liability and insurance). When forming these legal entities, you will need to correspond with the office of the Secretary of State, Corporation Division and register your operation as the appropriate entity.

**CONTACT:** Business Information Center  
Corporation Division  
255 Capitol Street, NE  
Salem, OR 97310  
(503) 986-2200  
[www.filinginoregon.com](http://www.filinginoregon.com)

## EMPLOYER'S IDENTIFICATION NUMBER

If you do not already have an employer's ID number, and you will be hiring employees specifically for the recreational enterprise, you should obtain a federal identification number. When you return Form SS-4 to the IRS, they will send you a federal tax identification number, and your business will be registered with the IRS, the Social Security Administration and the Department of Labor.

**CONTACT:** Internal Revenue Service  
(800) 829-1040

## OTHER PERMITS AND LICENSING

Certain activities require special licenses or permits. Oregon's Business Information Center may be able to help identify, what licenses, certificates, or permits you will need for your recreational enterprise.

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