

# CHAHTAPRENEUR



## BUSINESS GUIDE

To the Choctaw proud,  
ours is the sovereign nation offering  
opportunities for growth and prosperity

## OUR SERVICES

Business services provided to qualified tribal members:

- Business Planning
- Business Taxes
- Business Counseling
- Furniture Fixture Program
- Training Scholarships
- Business Registration
- Marketing
  - Research
  - Logo Design
  - Materials

## RESOURCE CONNECTION

- Access to other Choctaw Nation Businesses
- Bid Assistance
- Minority Business Registration
- 5K Forgivable Loan Program
- Networking Opportunities
- Connection to Lenders

## ACCESS TO TRAININGS

- Tax Workshops
- Online Trainings
- Trainings Provided by CSBDS & Business Partners



Living out the Chahta spirit of faith, family and culture.



“Developing small business opportunities for Choctaws is an important part of establishing a self-sufficient lifestyle in the Choctaw Nation. I want to provide the tools our Tribal Members need to start, grow and maintain their small businesses.”

- Chief Gary Batton

# CHAHTAPRENEUR

Additional information is available at  
[choctawsmallbusiness.com](http://choctawsmallbusiness.com) or [choctawnation.com](http://choctawnation.com)



CSBDS does not provide any direct or financial support

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# NOTES

# **ENTREPRENEUR CHARACTERISTICS**

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# ENTREPRENEUR CHARACTERISTICS

## ENTREPRENEUR CHARACTERISTICS

- Education or work experience in your industry
- Strong work ethic
- Effective time management skills
- Ability to multi-task
- Management skills
- Decisive
- Supportive family
- Self-Motivated
- Resourceful
- Responsible
- Organized
- Persistent

## START-UP COSTS

- Tools or equipment
- Leasehold improvements
- License and permits
- Professional fees
- Initial Inventory
- Working capital reserve fund

Inadequate capital is a key reason that small businesses fail.



**Leslie Clark**  
Clark Agency, Farmers Insurance

# AS AN ENTREPRENEUR YOU WILL WEAR MANY HATS

## ADMINISTRATION

Answering phones, handling paperwork, office management and insurance issues.

## MARKETING

Creating and promoting your company's image via advertising, PR and more.

## ACCOUNTING

Bookkeeping, taxes, payables and receivables.

## SALES/CUSTOMER SERVICE

Prospecting for new leads, cold calling, making sales presentations and closing. Taking orders, handling complaints and building relationships.

## HUMAN RESOURCES

Hiring, firing and managing employees.

## INFORMATION TECHNOLOGY

Choosing purchasing and troubleshooting technology.

## PRODUCTION AND FULFILLMENT

Manufacturing your product or arranging to have it made; shipping and warehousing.

## PHYSICAL LOCATION

Selecting your location, negotiating leases and maintaining site.

# FINANCIAL RESOURCES

How much is your monthly cost of living?  
What areas can you cut back in spending?  
How much outstanding debt do you carry?  
How much do you have in savings?

Continue full-time employment until your business can pay your salary.

Spouse's income can cover all family monthly living expenses.

Save enough to cover 6 - 18 months of expenses. This is the average time it takes a new business to make a profit.

Investor or Bank Loan to cover start up costs as well as 6 -18 months of expenses.

# WHAT IS YOUR IDEA?

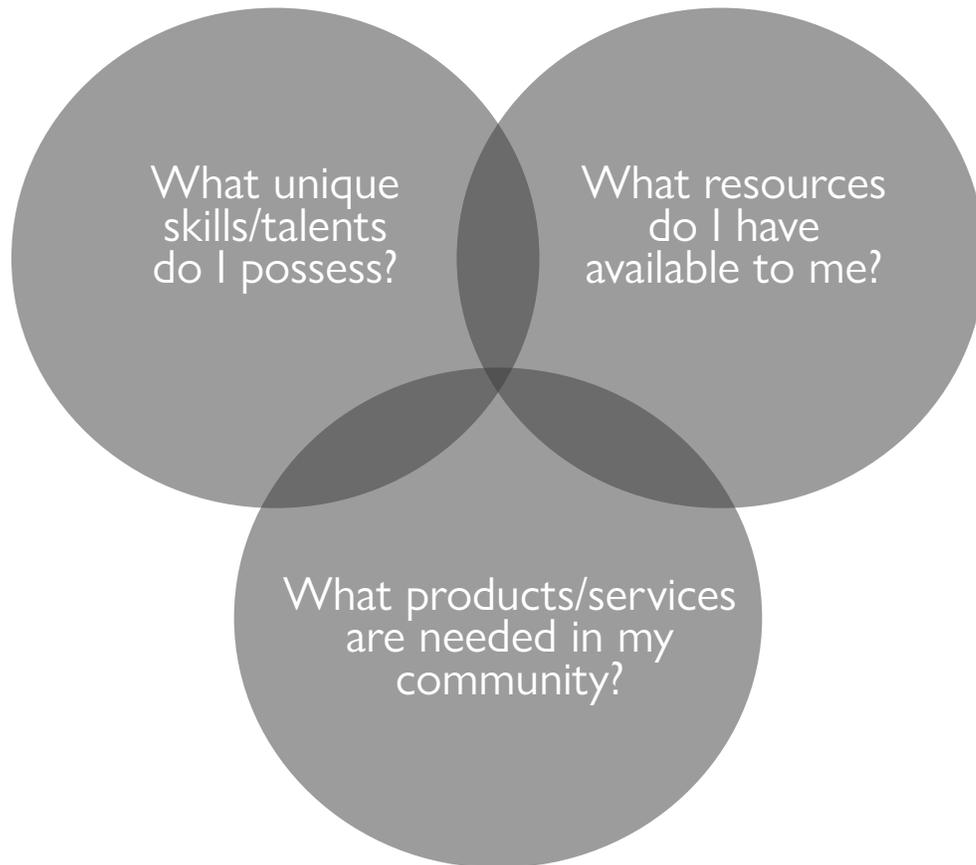
Organize your thoughts and ideas about your small business.

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**Kimberly Naifeh-Wagoner** – Dining Around Café and Catering, INC

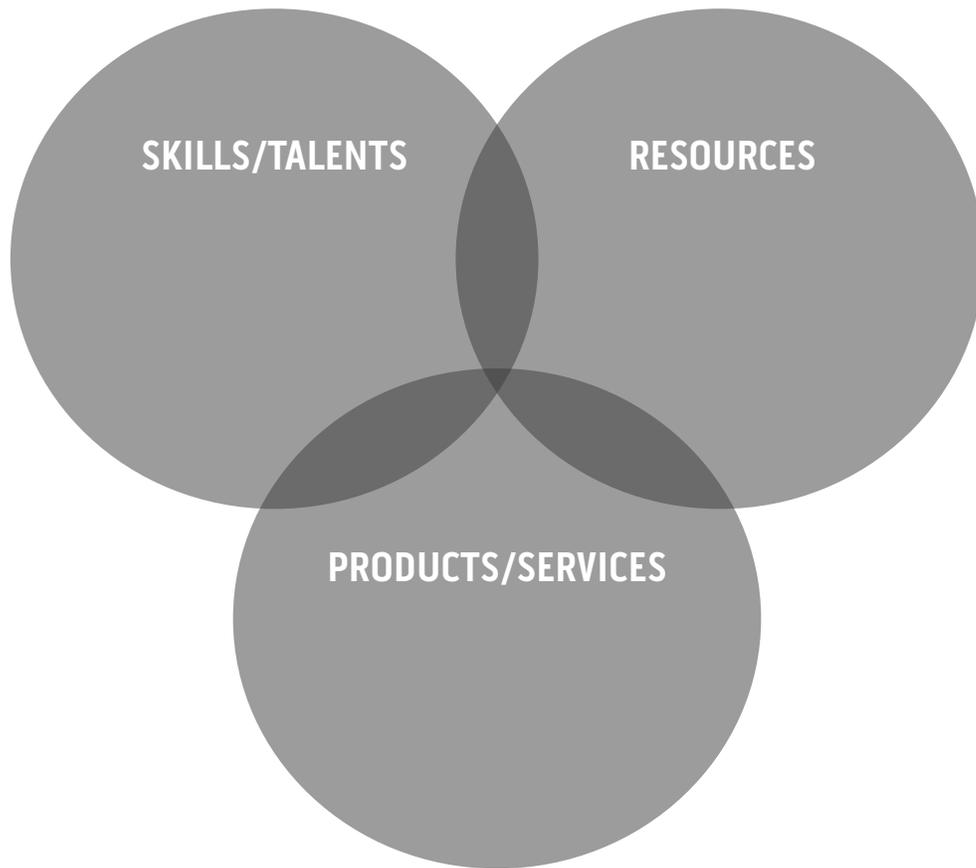
# BUSINESS IDEA GENERATION



## **EXAMPLE OF RESOURCES**

- Financial
- Skills or Education
- Equipment or Tools
- Human Capital

# MY BUSINESS IDEA GENERATION



<b>MY RESOURCES AVAILABLE</b>	<b>BUSINESS IDEAS TO RESEARCH</b>
_____	_____
_____	_____
_____	_____
_____	_____

# DOES YOUR BUSINESS OFFER GOODS OR SERVICES?

## SERVICE BUSINESS

- This type of business generates income by providing services instead of selling physical products.
- A typical service business provides intangible service such as landscaping, cleaning, consulting, business advising, tree clearing service.
- Service companies don't usually carry inventory.
- These businesses can be easier to run because there is no inventory and no cost of goods sold when it comes to accounting.

*Examples: Lawn Care, Hair Dresser, Barber, or Mechanic*

## PRODUCT BASED BUSINESS

- A product-based business sells tangible products.
- A product-based business includes retail clothing, grocery stores, shoe stores, restaurants and bead stores.
- This type of company must maintain inventory. This makes accounting more difficult than service businesses.



**Andy Byrd**  
Snowbyrds Shaved Ice

# DOES YOUR BUSINESS OFFER GOODS OR SERVICES?

## GOODS

TANGIBLE

HOMOGENEOUS

CAN BE SEPARATED  
FROM DEMAND

LASTING

NO CUSTOMER  
RESOURCES

## SERVICES

INTANGIBLE

HETEROGENEOUS

INSEPERABLE  
FROM DEMAND

PERISHABLE

CUSTOMER  
RESOURCES



**Micky Lloyd**  
Common Roots Mercantile

# TYPES OF BUSINESSES

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# TYPES OF BUSINESSES

## STARTING A NEW BUSINESS

### ADVANTAGES

- You're not hampered by the previous image or equipment of an existing business.
- You can choose your own location, name and logo, and build your own business relationship.
- You can explore new markets and directions.

### DISADVANTAGES

- You have no existing customer base to build on.
- You're taking a bigger risk than if you were buying an existing business.
- Because your business has no track record, it will be harder to find financing.

## BUYING AN EXISTING BUSINESS

### ADVANTAGES

- You gain an established customer base, location and supplier relationships.
- The business is a known entity with a proven formula and name recognition.
- You can review the business's records before buying to make sure it's profitable.
- Since the business has a track record, it may be easier to obtain financing.

### DISADVANTAGES

- Hidden problems with the business could come back to haunt you- such as debts, loans or misrepresentations about profitability.
- The business has a reputation, but is it always a good one?
- The business's inventory could be obsolete; its assets and/or goodwill could be inflated.
- Employees may be loyal to the former owner, causing management issues.
- There's no guarantee the business's success will continue under your ownership.

# TYPES OF BUSINESSES

## BUYING A FRANCHISE

### ADVANTAGES

- As a franchise you become part of a system with a well-known image and proven products or services.
- You have the marketing and sales power of the franchisor behind you.
- You get training and guidance from the franchisor.
- You're part of a network and can turn to other franchisees for help.

### DISADVANTAGES

- You don't have as much freedom as an independent business owner.
- You must pay ongoing royalties and other fees.
- You must sign a binding contract that limits your ability to exit the business.
- The franchisor's problems - whether financial, image or otherwise - are your problems, too.

## HOME-BASED BUSINESS

### ADVANTAGES

- Working from home is convenient.
- You save money on commuting, dry cleaning, lunches out and other daily expenses.
- You have a flexible schedule and can work when you want.
- You could gain tax advantages since you could deduct the portion of your home used for business.

### DISADVANTAGES

- Zoning or deed restrictions may prohibit home-based businesses.
- Working from home can be isolating and lonely.
- As a home-based business, you will have more difficulty finding financing.
- Distractions from family or neighbors may make it hard to work.
- Home-based businesses are often subject to IRS scrutiny.

# TYPES OF BUSINESSES

## ONLINE BUSINESS

### ADVANTAGES

- Startup costs are lower than with a brick-and-mortar business.
- You can do business with customers all over the country or world.
- Customers appreciate the convenience of accessing your business 24/7.
- You have the flexibility to do business from anywhere, anytime.

### DISADVANTAGES

- Low conversion rates - on average, fewer than 5% of visitors to an e-commerce site make purchases.
- Low barriers to entry for an online business means there is more competition.
- Visitors have high expectations for online businesses and less tolerance for problems.
- Being unable to touch merchandise can make customers less likely to buy.

## NONPROFIT ORGANIZATION

### ADVANTAGES

- A nonprofit may qualify for government or foundation grants.
- Nonprofit status offers protection from liability for directors and employees of the business.
- You can pay salaries to employees and consulting fees to contractors.

### DISADVANTAGES

- A nonprofit must focus on educational or charitable purposes and cannot profit those who created the organization.
- All profits remain within the organization.
- You must apply and qualify for 501(c)(3) status or sales tax exemption.

# WHAT IS YOUR LEGAL BUSINESS STRUCTURE?

Choose the best way to legally organize your small business.

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# HOW TO ORGANIZE YOUR BUSINESS

## SOLE PROPRIETOR

A business that is owned by a single individual

- What's good about it?
  - Simple to organize
  - Owner makes all decisions
  - Minimum legal restrictions
  - Owner receives all profits
  - Business is easy to discontinue
- What's bad about it?
  - Owner has unlimited liability
  - May not be able to raise capital



For more information on Sole Proprietor please see to page 49

## PARTNERSHIP

A relationship between two or more persons who join together to carry on a trade or business.

General Partnership: Agreeing with one or more individuals to jointly own or share the profits of a business. There is no limit on the number or type of partners (ie: individuals, other partnerships, or corporations).

Limited Partnership: Consists of one or more general partners (ie. Those who are generally liable for the business) and one or more limited partners (ie: those who have limited liability). Must file organizing documents with the Secretary of State.

- What's good about it?
  - Easy to organize
  - Greater financial strength than sole proprietor
  - Combines skills and judgments
  - Define legal status
  - Each partner has personal interest
- What's bad about it?
  - Unlimited liability for each partner
  - Decision authority is divided

# HOW TO ORGANIZE YOUR BUSINESS

## CORPORATION

C Corporation: Income goes to the corporation. Dividends are paid to stockholders.

Sub S Corporation: Income is taxed similar to partnership. Income and expenses are divided among shareholders who report on individual income tax returns.

- What's good about it?
  - Life of corporation is perpetual
  - Stockholders have limited liability
  - Transfer of ownership is easy (sell stock)
  - Management may be more efficient
- What's bad about it?
  - Subject to special taxation
  - Cost more to organize
  - Subject to State and Federal Controls
  - Charter may restrict type of business activities

A Corporation would only be necessary if you foresee your company going public (selling stock) or seeking lending not personally guaranteed by the owners or members.

## LIMITED LIABILITY COMPANY

Possesses combination of corporate and partnership characteristics. Provides the benefits of partnership income taxation with limited personal liability for the members. Hybrid use of the business structure.

- What's good about it?
  - An LLC is organized to qualify for taxation as a:
    - Partnership = two or more members
    - A sole proprietor = one member
  - No member is liable for debts and liabilities of another LLC member
  - No limitations on what persons or types of entities may be LLC members
  - Perpetual like a corporation
  - One person may qualify for LLC status
- What's bad about it?
  - Tax and liability benefits vary from state to state
  - May not be used by banking or insurance companies or nonprofit organizations
  - Can elect to be treated as a corporation
    - IRS Form 8832 (entity classification election). Automatic default if not filed.



For more information on LLC  
please see to page 60

# NOTES

# **BUSINESS PLAN**

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# BUSINESS PLAN OUTLINE

## I. EXECUTIVE SUMMARY (WRITE THIS SECTION LAST)

The purpose of the executive summary is to convince the audience to read the whole plan. It should highlight the strengths and objectives of the plan (i.e., return on investment, sales, profit, market share, jobs created, community benefits, etc.). Include a brief description of the business and its industry, as well as an explanation of the marketing opportunity. **(WRITE this section last! It is an overview of your entire business plan.)**

## II. COMPANY BACKGROUND

Name, nature of business, history, affiliates, stage of development, unique features of products or services, any proprietary position (patents experience) and location. This is just a brief overview of the company description.

## III. PRODUCT OR SERVICE DESCRIPTION

Create a list of every service and/or product that will be offered through your business. Be as descriptive as possible so that the reader will know without any question what you will be providing to your customers.

## IV. MARKETING ANALYSIS AND MARKETING STRATEGY

Provide an in-depth analysis of the market for the product(s) and/or service(s) to be sold. Include the following:

- A. Marketing Profile
  - 1. Competition (be specific on location, pricing and products/services)
  - 2. Trade/Service Area (what area will you market to)
  - 3. Customer Profile (describe the actual and potential purchasers of the product or service by market segment)
  - 4. Market Size (estimate the size of the total current market for your products and services, such as population of each target market)

# BUSINESS PLAN OUTLINE

## B. Market Plan

Provide a detailed description of how the business will obtain its estimated market share and achieve its sales objectives. Discuss your overall marketing strategies and plans and implementation time lines for:

1. Pricing (of each product or service provided)
2. Promotion (what forms of marketing will your business use)
3. Marketing Time line (make a planned time line for marketing plan)

## V. MANAGEMENT

- A. A listing of key managers, directors and principal owners, including detailed resumes
- B. Organizational structure (sole proprietorship, LLC, Corporation)
- C. Compensation (Plan for paying yourself)
- D. Plans for future staff

## VI. OPERATIONS PLAN

- A. Space and equipment requirement
- B. Working capital requirement
- C. Labor force
- D. Geographic location advantages
- E. Manufacturing aspects, sources of supplies, etc.

## VII. PROJECT IMPLEMENTATION SCHEDULE AND GOALS

Provide an overall schedule of the specific activities necessary to start the business or implement the project and achieve its projected level of profitability. Set sales goals within each section. This is your business time line and will help you stay on track in order to be successful.

## IX. FINANCIAL PROJECTIONS

- A. Financial Projections for 1 Year (Broken down monthly)
- B. Financial Projections for 3 Years (Broken down yearly)

You will need to justify how you came up with your numbers. While these numbers are projections, you must be able to explain how you came to these numbers. Templates are available upon request from your advisor. Examples are also included in this book.



**Eva Knight** – Hochatown Salon

# LEAN BUSINESS PLAN

<b>WOODEN GRAIN TOY COMPANY</b>	
<p><b>IDENTITY</b></p> <p>Wooden Grain Toys manufactures high-quality hardwood toys for children aged 3-10.</p>	<p><b>PROBLEM</b></p> <p>Parents and grandparents are looking for high-quality, durable toys that will entertain kids and foster creativity.</p>
<p><b>OUR SOLUTION</b></p> <p>Our handcrafted toys are made from solid hardwoods, and are designed with sufficient moving parts to engage young children without limiting imagination.</p>	<p><b>TARGET MARKET</b></p> <p>The target audience is adults, specifically parents and grandparents who wish to give toys to their children or grandchildren.</p>
<p><b>THE COMPETITION</b></p> <p>Wooden toys are part of a niche market with companies of all sizes. Large companies include Plastique Toys and Metal Happy Toys, which sell internationally. Smaller companies sell locally in shops, craft fairs, or online.</p>	<p><b>REVENUE STREAMS</b></p> <p>Wooden Grain Toys will sell directly to customers at craft fairs and online.</p>
<p><b>MARKETING ACTIVITIES</b></p> <p>Wooden Grain Toys will communicate with customers through an email newsletter, targeted Google and Facebook ads, social media, and in person at craft fairs.</p>	<p><b>EXPENSES</b></p> <ul style="list-style-type: none"> <li>• Materials for toys including wood, steel, and rubber</li> <li>• Craft fair fees and travel costs</li> <li>• Inventory space for products</li> </ul>
<p><b>TEAM AND KEY ROLES</b></p> <p>Currently, the only team member is the owner, Andrew Robertson. As profits increase, Wooden Grain Toys will look to add an employee to assist with social media and online marketing.</p>	<p><b>MILESTONES</b></p> <p>As business grows, Wooden Grain Toys will advertise in target markets – especially in advance of the holiday season.</p>

# LEAN BUSINESS PLAN

<b>BUSINESS NAME:</b>	
<b>IDENTITY</b>	<b>PROBLEM</b>
<b>OUR SOLUTION</b>	<b>TARGET MARKET</b>
<b>THE COMPETITION</b>	<b>REVENUE STREAMS</b>
<b>MARKETING ACTIVITIES</b>	<b>EXPENSES</b>
<b>TEAM AND KEY ROLES</b>	<b>MILESTONES</b>

The Lean Business Plan is for educational purposes or to help get your business plan ideas organized. Please follow the provided business plan outline if you plan to seek outside financing or apply for the CDF \$5K

# FINANCES

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**Leah Ann Brooks – Texoma Wealth Management**

# FINANCIAL PROJECTIONS

## SALES

How does your business make money? Break this down by product or service. COGS or Cost of Goods Sold. Include anything that you purchase to resell.

## EXPENSES

Money spent, or costs incurred in an organization's efforts to generate revenue, representing the cost of doing business.

### EXAMPLES:

Owner Salary, Employee Salary, Marketing, Loan Payments, Office Supplies, Utilities, Insurance

We have included two templates for financial projections. We recommend using these during the start-up stages of your business. Every business has different categories on financial projections, so we have left these blank so that you can cater them to your specific business or industry.



**Kent Springer**  
K&D Customs

# FINANCIAL PROJECTIONS FAQs

## Startup costs — Joe's Pizza Place

This worksheet is set up for a fictional business, Joe's Pizza Place. Use it to get started calculating the startup costs for your own business. Change expense categories or add new ones to fit your business. Enter one-time and monthly expenses in the appropriate columns. Your estimations should go into the Budget column, and the exact amount spent should go into the Actual column. Total funds required is the total estimated amount you need to start your company.

One-time expenses	Budget	Actual
<b>Rent</b>		
Security deposit	1,200.00	
First month's rent	1,200.00	
First month's utilities (including phone and Internet)	250.00	
<b>Improvement costs</b>		
Kitchen improvements	800.00	
Tables and furniture	1,500.00	
Utensils, dishes, and kitchen and bar equipment	350.00	
<b>Inventory</b>		
Food	1,250.00	
Beverage	700.00	
Alcohol	900.00	
<b>Miscellaneous</b>		
Licenses and permits	150.00	
Legal fees	300.00	
Signage	550.00	
Technology	300.00	
Software	400.00	
<b>Total funds required</b>	<b>9,850.00</b>	<b>0.00</b>

Monthly expenses	Budget	Actual
<b>Rent</b>		
Monthly rent	1,200.00	
Property insurance	300.00	
Utilities	250.00	
<b>Employees</b>		
Payroll	3,000.00	
Payroll taxes	1,250.00	
Health insurance	650.00	
<b>Professional services</b>		
Accounting	200.00	
Legal	250.00	
Consultants	200.00	
Other	50.00	
<b>Supplies</b>		
Office supplies	150.00	
Operating supplies	200.00	
<b>Marketing</b>		
Digital advertising	350.00	
Promotional materials	400.00	
<b>Miscellaneous</b>		
Liability insurance	400.00	
Repairs and maintenance	200.00	
Organizational dues	75.00	
<b>Total monthly expenses</b>	<b>9,125.00</b>	<b>0.00</b>

**Total funds required**

**18,975.00**

# FINANCIAL PROJECTIONS FAQs

## Trucking Company Example

Income Statement													
	April	May	June	July	August	September	October	November	December	January	February	March	Total
<b>Revenue:</b>													
Trucking revenue	\$0	\$20,250	\$40,500	\$40,500	\$40,500	\$40,500	\$40,500	\$40,500	\$10,125	\$10,125	\$10,125	\$10,125	\$303,750
Revenue Source 2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Source 3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$20,250</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$10,125</b>	<b>\$10,125</b>	<b>\$10,125</b>	<b>\$10,125</b>	<b>\$303,750</b>
<b>COGS %</b>													
COGS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Gross Profit</b>	<b>\$0</b>	<b>\$20,250</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$10,125</b>	<b>\$10,125</b>	<b>\$10,125</b>	<b>\$10,125</b>	<b>\$303,750</b>
<b>Total Income</b>	<b>\$0</b>	<b>\$20,250</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$40,500</b>	<b>\$10,125</b>	<b>\$10,125</b>	<b>\$10,125</b>	<b>\$10,125</b>	<b>\$303,750</b>
<b>Costs &amp; Expenses:</b>													
Salaries (include taxes)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fuel	\$1,600	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$72,000
Telephone, internet	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Insurance	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$27,500
Truck Maintenance	\$750	\$3,094	\$3,094	\$3,094	\$3,094	\$3,094	\$3,094	\$3,094	\$760	\$760	\$760	\$760	\$25,458
Professional Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Credit Card Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Owner Draw	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$23,000
Toll Pass	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Other Operating Cost 3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation/Amort.	\$1,054	\$1,054	\$1,054	\$1,054	\$1,054	\$1,054	\$1,054	\$1,054	\$1,054	\$1,054	\$1,054	\$1,054	\$12,643
Loan 1 Interest	\$443	\$436	\$430	\$423	\$417	\$410	\$404	\$397	\$391	\$384	\$378	\$371	\$4,884
Loan 2 Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan 3 Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$5,056</b>	<b>\$15,684</b>	<b>\$15,677</b>	<b>\$15,671</b>	<b>\$15,666</b>	<b>\$15,658</b>	<b>\$15,652</b>	<b>\$15,645</b>	<b>\$13,304</b>	<b>\$13,298</b>	<b>\$13,291</b>	<b>\$13,285</b>	<b>\$167,885</b>
<b>Pre-tax Income</b>	<b>-\$5,056</b>	<b>\$4,566</b>	<b>\$24,823</b>	<b>\$24,329</b>	<b>\$24,835</b>	<b>\$24,842</b>	<b>\$24,848</b>	<b>\$24,855</b>	<b>-\$3,179</b>	<b>-\$3,173</b>	<b>-\$3,166</b>	<b>-\$3,160</b>	<b>\$135,865</b>

Debt Coverage

IBITDA (Income Before Interest, Taxes, Depreciation and Amortizations)

7.5

\$153,392

## Trucking Company Example

Income Statement					
	Year 1	Growth	Year 2	Growth	Year 3
<b>Revenue:</b>					
Trucking revenue	\$303,750	3%	\$125,145	3%	\$128,899
Revenue Source 2	\$0		\$0		\$0
Revenue Source 3	\$0		\$0		\$0
<b>Total Revenue</b>	<b>\$303,750</b>		<b>\$125,145</b>		<b>\$128,899</b>
<b>COGS %</b>					
COGS	\$0		\$0		\$0
<b>Gross Profit</b>	<b>\$303,750</b>		<b>\$125,145</b>		<b>\$128,899</b>
<b>Total Income</b>	<b>\$303,750</b>		<b>\$125,145</b>		<b>\$128,899</b>
<b>Costs &amp; Expenses:</b>					
Salaries (include taxes)	\$0	3%	\$0	3%	\$0
Rent	\$0		\$0		\$0
Fuel	\$72,000		\$74,160		\$76,385
Telephone, internet	\$1,200		\$1,236		\$1,273
Insurance	\$27,500		\$28,325		\$29,175
Truck Maintenance	\$25,458		\$26,222		\$27,008
Professional Fees	\$0		\$0		\$0
Credit Card Fees	\$0		\$0		\$0
Owner Draw	\$23,000		\$23,680		\$24,401
Toll Pass	\$1,200		\$1,236		\$1,273
Other Operating Cost 3	\$0		\$0		\$0
Other Operating Costs	\$0		\$0		\$0
Depreciation/Amort.	\$12,643		\$12,643		\$12,643
Loan 1 Interest	\$4,884		\$3,919		\$2,895
Loan 2 Interest	\$0		\$0		\$0
Loan 3 Interest	\$0		\$0		\$0
<b>Total Expenses</b>	<b>\$167,885</b>		<b>\$171,431</b>		<b>\$175,062</b>
<b>Pre-tax Income</b>	<b>\$135,865</b>		<b>-\$46,286</b>		<b>-\$46,163</b>
<b>Debt Coverage</b>					
	7.5		(1.4)		(1.5)
<b>IBITDA</b>	<b>153,392</b>		<b>-\$29,724</b>		<b>-\$30,615</b>





# TRADITIONAL FORMS OF FINANCING

## **OWNER'S EQUITY INVESTMENT**

As a rule of thumb, 25 to 30 percent of the business's capital needs should be funded by its owner/s. This can come from savings, cashing in investments or the cash surrender value of an insurance policy.

## **PARTNERS**

If you don't have adequate capital yourself, consider taking on a business partner who can put money into your startup.

## **FRIENDS AND FAMILY**

This can be in the form of debt (a loan) or equity (giving the friend or family member ownership in the business in return for their investment).

## **LOANS**

These could be from banks or credit unions and could include home equity loans.

## **CREDIT CARDS**

If you pay off the balance in full every month, credit cards can work, but if you don't, this can become expensive very quickly.

## **SALE OF CAPITAL STOCK**

Depending on the legal form of your business, you may be able to raise capital by selling stock. Be aware this means giving up some ownership.

## **GRANTS**

For most for-profit businesses, grants are not available. If you are starting a nonprofit organization, however, grants may be an option.

## **SBA GUARANTEED LOANS**

These loans are made by banks, but a percentage of the loan is guaranteed by the Small Business Administration, making banks more willing to take a risk on your business.

## **ANGEL INVESTORS**

Angels are individual investors, often former entrepreneurs, who invest in promising companies. They may form angel groups and invest together.

## **CROWD FUNDING**

Also known as crowd financing and crowd sourced capital, crowd-funding is an alternative method for raising financing for a business idea that gives business owners access to a broad swath of potentially interested investors via the Internet. The main types of crowd-funding are described on the next page.

# TRADITIONAL FORMS OF FINANCING

## BANK LOANS

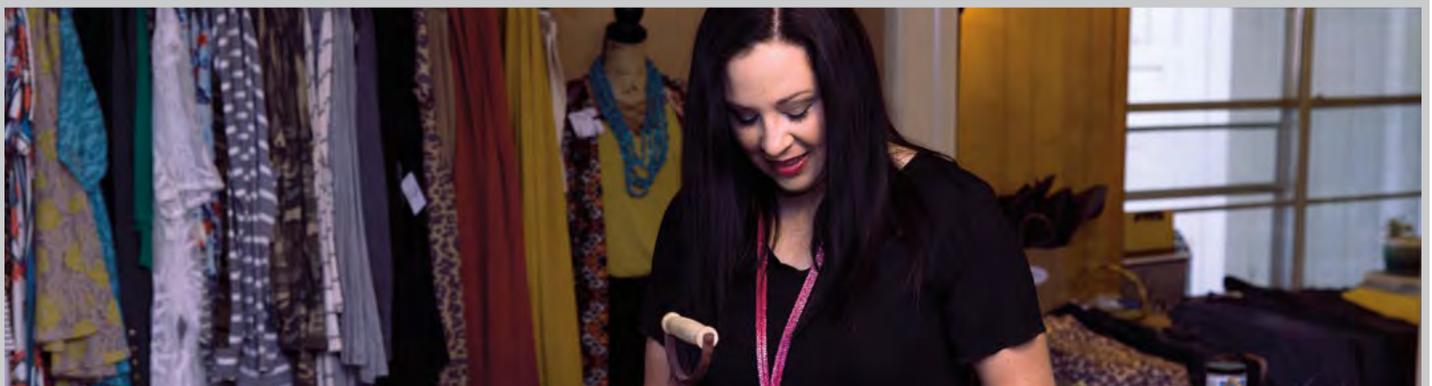
When reviewing your loan application, lenders look for good credit, a feasible business plan, adequate owner equity and sufficient collateral. Perhaps most important, they look for management expertise and commitment. What real world experience do you and your key partners or employees have in managing this type of business?

Here is what you'll need for a bank loan application:

- Cover letter of introduction
- Summary of financial needs
- Business financial statements (3 years)
- Business tax returns (3 years)
- Projected cash flow statement (12 months)
- Collateral (both business and personal)
- Personal tax returns (3 years)
- Personal financial statements
- Resumé

The lender will also ask:

- Are there any legal claims, liens or judgments against you or your business?
- Are any assets pledged?
- Are your tax returns and payments up to date?
- Do you have any life insurance? If so, what is the face value or the cash value?
- What are your monthly household income and expenses?



**Lacy Clay**  
My Favorite Things Boutique

# TRADITIONAL FORMS OF FINANCING

## THE SIX C's OF CREDIT

### CHARACTER

- Trustworthiness
- Personal and business credit history
- Integrity
- Quality of references
- Experience in the business
- Impression you make on the lender or investors

### CAPACITY

- Ability to repay the amount borrowed
- How soon you can generate positive cash flow
- When you will show a profit
- How large the profit will be
- Whether the profit can be sustained

### CAPITAL

- The money you have personally invested
- Your ability to save money and accumulate growth in owner's equity

### COLLATERAL

- Secondary source of repayment
- Third-party guarantee
- Tangible assets
- Property
- Equipment
- Accounts receivable
- Inventory

### CONDITIONS

- Terms of the loan, including:
  - Intended purpose
  - Amount requested
  - Length of loan
- Local economic climate of industry
- Local economic climate of business

### CASH FLOW

- Where the money to repay the debt will come from
- How the loan proceeds will be used

**MARKETING**

**CHAHTAPRENEUR**



**Jake Tannehill – Jet Tire Service Inc.**

# MARKETING YOUR BUSINESS

My startup cost is:

---

↓ ↓

Self-Fund My Business?  
My savings are:

---

Borrow for My Business?  
My credit score is:

---

↓ ↓

Can I Continue to Work?  
W2 Monthly Income:

---

My Sources of Equity are?

Cash on Hand \_\_\_\_\_  
Home Equity \_\_\_\_\_  
Other Equity \_\_\_\_\_

# MARKETING YOUR BUSINESS

## MY MARKETING STRATEGY

The perfect marketing campaign for one business may not work for another. To be successful, your marketing must be true to you, to your business – and to your customers.

### PART 1: ME AND MY BUSINESS

<p><b>What's my mission as a business?</b></p> <p>What gets you excited to wake up and come to work every day?</p>	
<p><b>What are my business goals?</b></p> <p>Think about what you want to achieve in the next 12 months.</p>	

### PART 2: MY TARGET CUSTOMER

<p><b>Who is the person most likely to love my product or service?</b></p> <p>What do they care about? What motivates them? What common personality traits or characteristics do they share?</p>	
<p><b>Why should a customer choose me over the competition?</b></p> <p>What problem do you solve for your customers? What can you offer that no other business can?</p>	

# MARKETING YOUR BUSINESS

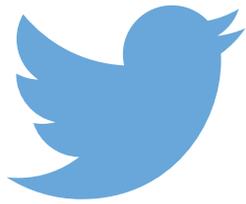
## MY MARKETING STRATEGY

### PART 3: MAKING IT REAL

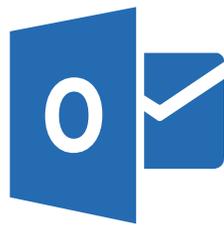
<p><b>How can I reach my target customer?</b></p> <p>This could include email, direct mail, social media, in-store displays, trade shows, word-of-mouth, referrals, etc.</p>	
<p><b>What am I currently doing – is it working?</b></p> <p>Think about your current marketing activities – can you tell if they are working?</p>	
<p><b>What does success look like?</b></p> <p>For your chosen marketing activities, what are good measures? It could be store traffic, increased engagement with your social media channels, website page views, email clicks, etc.</p>	

# MARKETING YOUR BUSINESS

## FREE MARKETING TOOLS



YAHOO! MAIL



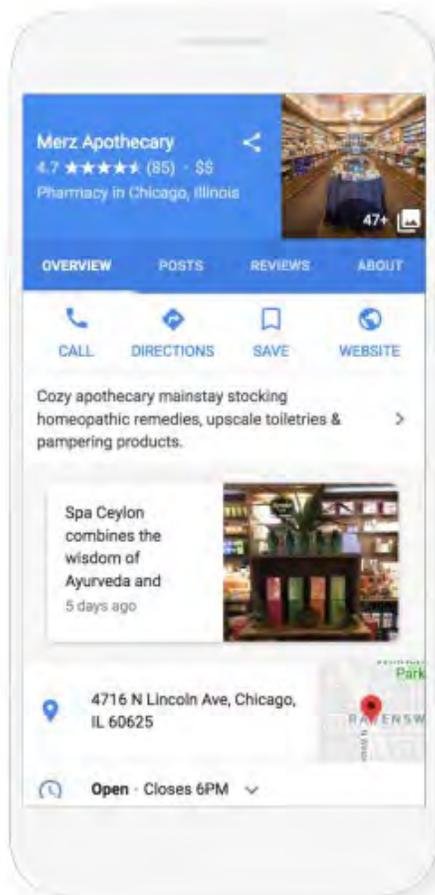
YouTube

# MARKETING YOUR BUSINESS

Grow with **Google**

## Get Found on Google Search and Maps

With a Business Profile on Google, your business can stand out for free across Google Search and Maps. You can engage with customers, or find new ones, with the features listed below.



**Update your profile** with current hours, address and phone number so customers can find you.

**Post photos, offers and news** directly on your Business Profile to catch customers' attention.

**See your followers** from Google Maps.

**Respond to customer reviews** to build credibility and loyalty.

**Turn on messaging** to help customers get in touch easily.

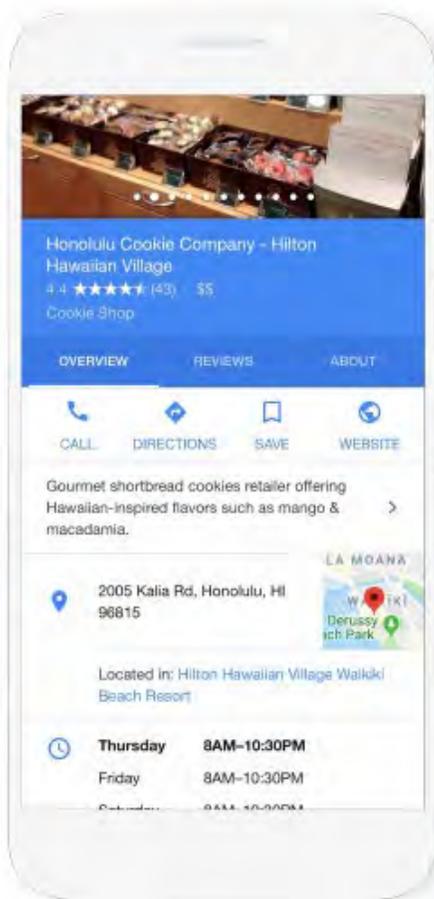
**Explore insights** to see how customers are finding and engaging with your Business Profile.

**Create your free website** to tell your business' story online.



# MARKETING YOUR BUSINESS

## Verify your Business Profile on Google

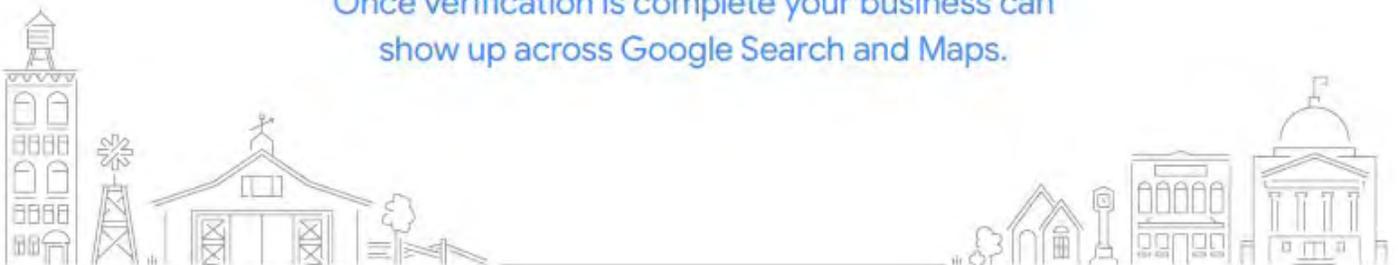


To create and verify a Business Profile on Google, follow these steps:

- 1 Visit [google.com/business](https://google.com/business)  
Sign into Google or create a new account.
- 2 Enter the name of your business.
- 3 Enter your business address.  
P.O. boxes are not allowed—it must be a physical address.
- 4 Choose a business category.  
Start typing and see what options appear. You must choose an existing category.
- 5 Add a phone number, a website address, or both.
- 6 To verify that you're eligible to manage the information, you'll have the option to request a postcard to the business address with a verification code.
- 7 Once you receive this postcard by mail, follow the instructions to add your code and finalize the verification process.

Congratulations!

Once verification is complete your business can show up across Google Search and Maps.



# **ADDITIONAL CONSIDERATIONS**

**CHAHTAPRENEUR**

# ADDITIONAL CONSIDERATIONS

## ADDITIONAL CONSIDERATIONS

### State of Oklahoma Business Start-up Guide

Visit this link to view or download:

[https://okcommerce.gov/wp-content/uploads/2015/06/Oklahoma\\_Business\\_Startup\\_Guide.pdf](https://okcommerce.gov/wp-content/uploads/2015/06/Oklahoma_Business_Startup_Guide.pdf)

## PROFESSIONAL AND OCCUPATIONAL LICENSES AND PERMITS

In Oklahoma, there are state laws that require various types of businesses, or their owner(s), to obtain professional or occupational licenses or permits. However, obtaining operational licenses or permits are different from the initial steps and requirements involved with registering a business name, filing a formal legal structure, or obtaining a federal employer's ID number.

Traditionally, obtaining an operating license requires the owner or certain employees pass a qualifying examination. On the other hand, obtaining a permit usually only requires submitting specific information pertaining to the business. However, certain agencies call the authorizing document they issue a license, even though the application does not require an exam, but instead mirrors the process required for a permit.

While several types of businesses in Oklahoma are required to have a state license or permit to operate, many others are not. For instance, a state license is required to operate a plumbing service, an insurance agency, or a hair salon; while one is not required to operate a travel agency, a janitorial cleaning service, or a general construction company. A license or permit is needed to operate a trucking company, a public accounting service, or a day care center; while they are not required to operate an auto repair service, a photography studio, or a carpet cleaning service.

Retail businesses sell tangible items to the general public for final use (i.e. grocery, clothing, appliance and hardware stores). Retail business owners in Oklahoma are not required to obtain a traditional license. However, they are required to obtain sales tax permits for their locations from the Oklahoma Tax Commission (OTC) [www.tax.ok.gov](http://www.tax.ok.gov) and to collect and remit sales tax revenue. Additional special permits may also be required for selling specific items such as beer, cigarettes, and motor fuels, which are sold in large volumes at convenience stores. Wholesalers and manufacturers are required to get exemption permits regarding state sales taxes from OTC.

# ADDITIONAL CONSIDERATIONS

## EMPLOYEE INCOME TAX AND OTHER PAYROLL BENEFIT WITHHOLDINGS

New businesses in Oklahoma, with employees, must set up an account with the OTC for withholding and remitting state income taxes from the wages and salaries paid to their employees. Such businesses must also contact the Oklahoma Employment Security Commission to file an OES-1 Application for Oklahoma UI Tax Account Number so that their unemployment insurance tax liability can be determined. If it's determined that the business is liable to pay unemployment insurance taxes, they must report the wages subject to unemployment insurance and pay their allotted portion of unemployment taxes on a quarterly basis. Each employer's unemployment insurance tax rate will be calculated individually based on that specific employer's situation.

Likewise, business owners with employees are required to obtain the necessary form and set up accounts with IRS to withhold and pay federal income and Social Security taxes from the wages and salaries of their employees.

## ADDITIONAL CONSIDERATIONS

### City and County Permits and Registrations

Each city and county have different requirements on business registration, but all State of Oklahoma Business Registrations supersede county and city registrations.

In short, if you go to the county courthouse first, they may have registered your DBA Name or LLC in the county that you live in but did not instruct you to file it with the State of Oklahoma. Also, many counties direct you straight to the Oklahoma Secretary of State and do not allow county registrations.

Please check with the county courthouse and city hall in your community to check for any additional business registration or permits needed for your small business.

Contact your Small Business Advisor for more information.

# ADDITIONAL CONSIDERATIONS

## INSURANCE

It may not be the first thing you think about when starting a business, but if you don't purchase proper insurance, all your hard work could disappear in the blink of an eye. Consult an insurance broker to determine what types of insurance you need.

**Property** – Covers fire and other loss to buildings, building contents, inventory, and home-based businesses. Add-ons such as business interruption insurance can expand this coverage.

**Liability** – Covers bodily injury and property damage to others caused by accidents on your property, such as if a customer slips and falls at your place of business.

**Motor vehicle** – Covers bodily injury and property damage resulting from the business use of your motor vehicles, such as if an employee drives a company van to make deliveries.

**Umbrella Liability** – Provides additional liability insurance above the limits in your basic automobile and general liability policies.

**Worker's compensation** – Covers injuries, death, and loss of wages to workers injured on the job, including the owner, and protects you against employee lawsuits for damages.

**Health** – If you rely on your current job for health insurance, you'll need to look into private health insurance options before starting your business.

**Life** – Many business partners buy "key man" life insurance on partners in the business. If one owner dies, the proceeds enable the surviving partners to buy his or her share from their heirs.

# **FILE A TRADE NAME REPORT “DBA”**

**CHAHTAPRENEUR**

# TRADE NAME REPORT “DBA”

## FILE A TRADE NAME REPORT (COMMONLY REFERRED TO AS A DBA) IF:

- You are a sole proprietor needing to register your name with the Secretary of State.
- You have organized your business under a formal legal structure such as an LLC and wish to operate a business under a name other than the name of your LLC.

### Example:

John wants to open a coffee shop and he chooses to organize his business as a sole proprietorship. John would simply need to file a Trade Name Report with the Oklahoma Secretary of State.

Pam and Josh are members of Smith Enterprises LLC. They wish to open a coffee shop owned by the LLC but do not want to call the coffee shop Smith Enterprises LLC. They would like to call the Coffee Shop Chahta Coffee. They would need to file a Trade Name Report.



**Kelly Hughes**  
Designer Cakes

# REGISTER YOUR BUSINESS



## TRADE NAME REPORT

Filing Fee: \$25.00

TO: OKLAHOMA SECRETARY OF STATE  
421 N.W. 13th, Suite 210  
Oklahoma City, Oklahoma 73103  
(405) 522-2520

I hereby execute the following trade name report in order for a business entity to do business in Oklahoma under a name other than its legal name pursuant to the provisions of Title 18, Section 1140:

1. **Trade name** under which the business is carried on in Oklahoma:

❖ The trade name or d/b/a name **must be different** than the legal name stated within article #4 below.

2. **Address(es)** where business is being carried on under the trade name:

---

---

---

3. **Brief description** of the kind of business being transacted under the trade name:

4. Legal name of the "**business entity**" doing business under the trade name:

❖ As used in this section: "**Business entity**" means a corporation, a business trust, a common law trust, a limited liability company, or any unincorporated business, including any form of partnership. An unincorporated business may include an individual doing business under a trade name. In this case, the legal name would be the individual's legal name.

5. Type of "**business entity**" filing the trade name report: (check **one** of the following)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> corporation               | <input type="checkbox"/> business trust          | <input type="checkbox"/> common law trust |
| <input type="checkbox"/> limited liability company | <input type="checkbox"/> unincorporated business | <input type="checkbox"/> partnership      |

6. **State or jurisdiction** where the "**business entity**" was formed:

---

(REVERSE SIDE OF FORM MUST BE SIGNED AND DATED)

# REGISTER YOUR BUSINESS

COMPLETE ONLY THE ACKNOWLEDGEMENT SECTION WHICH APPLIES TO THE BUSINESS ENTITY FILING THIS TRADE NAME REPORT.

**BUSINESS ENTITY ACKNOWLEDGEMENT**  
(Limited Liability Companies, Business Trusts, Unincorporated  
Businesses, Common Law Trusts, or Partnerships)

- Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**CORPORATION ACKNOWLEDGEMENT**

- Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by:

\_\_\_\_\_  
Signature of President or Vice President

**Attested to by:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Secretary or Assistant Secretary

\_\_\_\_\_  
Printed Name

# TRADE NAME REPORT "DBA"

Step by step instructions to complete a Trade Name Report online.

<https://www.sos.ok.gov/corp/tradeName.aspx?Ety=3>

## Step 1

The screenshot shows the Oklahoma Secretary of State website. At the top, there is a navigation bar with links for Business Services, Executive Legislative, Agricultural Liens, Open Meetings, Administrative Rules, International Protocol, and Charitable Organizations. Below this is a secondary navigation bar with links for Login, My Account, My Work, Shopping Cart, and Briefcase. The main heading is "File Trade Name for ...". A note states: "Note: Trade Name Entity is a stand-alone business entity. To file a Trade Name for an existing business entity, you must select 'Business Entity registered with the Oklahoma Secretary of State' option." Below the note is a form titled "Please select Business Entity type" with two radio button options: "Business Entity not registered with the Oklahoma Secretary of State" and "Business Entity registered with the Oklahoma Secretary of State". A "Continue Filing" button is located below the options.

\*\* Select Business Entity Not Registered With The Oklahoma Secretary of State if you are registering the DBA as an individual

\*\* Select Business Entity registered with the Oklahoma Secretary of State if you are registering a DBA under your LLC

## Step 2

The screenshot shows the Oklahoma Secretary of State website. At the top, there is a navigation bar with links for Business Services, Executive Legislative, Agricultural Liens, Open Meetings, Administrative Rules, International Protocol, and Charitable Organizations. Below this is a secondary navigation bar with links for Login, My Account, My Work, Shopping Cart, and Briefcase. The main heading is "Business Entity Filing". On the left side, there is a sidebar with a list of menu items: Special Instructions, Trade Name, Legal Name, Address, Purpose, Future Effective Date, Attachments, Signature, and Review. Below the sidebar, there is a section for "Estimated Time to Completion: 9 minutes." and two buttons: "Save Filing" and "Delete Filing". On the right side, there is a "Special Instructions" box with the text: "These documents are being filed pursuant to Title 18, Oklahoma Statutes, Section 1140." Below the text are three buttons: "Previous", "Next", and "Cancel".

# TRADE NAME REPORT "DBA"

## Step 3

Oklahoma Secretary of State Contact Us Help

Business Services | Executive Legislative | Agricultural Liens | Open Meetings | Administrative Rules | International Protocol | Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Greg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name:

- Special Instructions
- Trade Name**
- Legal Name
- Address
- Purpose
- Future Effective Date
- Attachments
- Signatures
- Review

Estimated Time to Completion: 9 minutes.

#### Trade Name

Enter a trade name and Click the 'spyglass' button next to the box.

The trade name under which the business is carried on in Oklahoma is:

Name

Total Results: 7

Filing Number	Name
3812696494	SCHANTZ LEGAL OFFICE, PLLC
2100514890	LAST CHANCE FOR LIFE, INC.
3512703900	TALARIA COFFEE MERCHANTS
3512501368	FACE TO FACE ESTHETICS, LLC
3512706218	CATCH OF THE DAY CAT CAFE LLC
3512489851	COFFEE HEAT & AIR LLC
3512699326	OIL PATCH COFFEE COMPANY LLC

1

## Step 4

Oklahoma Secretary of State Contact Us Help

Business Services | Executive Legislative | Agricultural Liens | Open Meetings | Administrative Rules | International Protocol | Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Greg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CHATA COFFEE

- Special Instructions
- Trade Name
- Legal Name**
- Address
- Purpose
- Future Effective Date
- Attachments
- Signatures
- Review

Estimated Time to Completion: 8 minutes.

#### Legal Name

Note - Legal Name must be different from the Trade Name.

Legal Name

The type of "business entity" filing the trade name report is (select one of the following):

- Unincorporated Business
- Partnership
- Business Trust
- Common Law Trust

# TRADE NAME REPORT "DBA"

## Step 5

Oklahoma Secretary of State Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CHATA COFFEE

- Special Instructions
- Trade Name
- Legal Name**
- Address
- Purpose
- Future Effective Date
- Attachments
- Signature
- Review

Estimated Time to Completion: 7 minutes.

Save Filing Delete Filing

#### Legal Name

Note - Legal Name must be different from the Trade Name.

Legal Name

The type of "business entity" filing the trade name report is (select one of the following):

- Unincorporated Business
- Partnership
- Business Trust
- Common Law Trust

*\*Legal Name must be different from the Trade Name: CHATA COFFEE*

Previous Next Cancel

## Step 6

Oklahoma Secretary of State Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CHATA COFFEE

- Special Instructions
- Trade Name
- Legal Name
- Address**
- Purpose
- Future Effective Date
- Attachments
- Signature
- Review

Estimated Time to Completion: 7 minutes.

Save Filing Delete Filing

#### Address

Business is carried on under such Trade Name at the following address(es) where ever located:

No entries found.

Add Address

Previous Next Cancel

# TRADE NAME REPORT "DBA"

## Step 7

 Oklahoma Secretary of State Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CLIENT NAME HERE

**Special Instructions**  
Trade Name  
Legal Name  
**Address**  
Purpose  
Future Effective Date  
Attachments  
Signature  
Review

Estimated Time to Completion: 6 minutes.

#### Address

Business is carried on under such Trade Name at the following address(es) where ever located:

Address List

Street Address: 123456 Chata Lane

Dept/Suite/Room:

Country: UNITED STATES OF AMERICA

State: OKLAHOMA

City: Poteau

Zipcode: 74953

Zipcode Extension (Optional):

Email: khaney@choctawnation.com

## Step 8

 Oklahoma Secretary of State Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CLIENT NAME HERE

**Special Instructions**  
Trade Name  
Legal Name  
**Address**  
Purpose  
Future Effective Date  
Attachments  
Signature  
Review

Estimated Time to Completion: 6 minutes.

#### Address

Business is carried on under such Trade Name at the following address(es) where ever located:

Item # Address(es)

1	123456 CHATA LANE ,POTEAU,OK,74953	Edit Delete
---	------------------------------------	-------------

Add Address

# TRADE NAME REPORT "DBA"

Step 9

Oklahoma Secretary of State

Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CLIENT NAME HERE

Special Instructions  
Trade Name  
Legal Name  
Address  
Purpose  
Future Effective Date  
Attachments  
Signature  
Review

Estimated Time to Completion: 6 minutes.

Save Filing  
Delete Filing

#### Purpose

A brief description of the kind of business being transacted under such trade name:

Coffee Shop

Previous Next Cancel

Step 10

Oklahoma Secretary of State

Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CLIENT NAME HERE

Special Instructions  
Trade Name  
Legal Name  
Address  
Purpose  
Future Effective Date  
Attachments  
Signature  
Review

Estimated Time to Completion: 5 minutes.

Save Filing  
Delete Filing

#### Future Effective Date

The Future Effective Date, if any, is:

Filing Date  
 Specify Date:

*An Effective date shall not be later than a time on the 90th day after date of filing.*

Previous Next Cancel

# TRADE NAME REPORT "DBA"

## Step 11

 Oklahoma Secretary of State Contact Us Help

Business Services | Executive Legislative | Agricultural Liens | Open Meetings | Administrative Rules | International Protocol | Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CLIENT NAME HERE

- Special Instructions
- Trade Name
- Legal Name
- Address
- Purpose
- Future Effective Date
- Attachments**
- Signature
- Review

Estimated Time to Completion: 4 minutes.

#### Attachments

Add Attachments (if needed)

Attachment List

No entries found.

## Step 12

 Oklahoma Secretary of State Contact Us Help

Business Services | Executive Legislative | Agricultural Liens | Open Meetings | Administrative Rules | International Protocol | Charitable Organization

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CLIENT NAME HERE

- Special Instructions
- Trade Name
- Legal Name
- Address
- Purpose
- Future Effective Date
- Attachments
- Signature**
- Review

Estimated Time to Completion: 3 minutes.

#### Signature

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and by attaching the signature I agree and understand that the typed electronic signature shall have the same legal effect as an original signature and is being accepted as my original signature pursuant to the Oklahoma Uniform Electronic Transactions Act, Title 12A Okla. Statutes Section 15-101, et seq.

Signature List

No entries found.

# TRADE NAME REPORT "DBA"

## Step 13

 Oklahoma Secretary of State Contact Us Help

Business Services | Executive Legislative | Agricultural Liens | Open Meetings | Administrative Rules | International Protocol | Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CLIENT NAME HERE

- Special Instructions
- Trade Name
- Legal Name
- Address
- Purpose
- Future Effective Date
- Attachments
- Signature**
- Review

Estimated Time to Completion: 7 minutes.

#### Signature

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and by attaching the signature I agree and understand that the typed electronic signature shall have the same legal effect as an original signature and is being accepted as my original signature pursuant to the Oklahoma Uniform Electronic Transactions Act, Title 12A Okla. Statutes Section 15-101, et seq.

Signature:

Title:

## Step 14

 Oklahoma Secretary of State Contact Us Help

Business Services | Executive Legislative | Agricultural Liens | Open Meetings | Administrative Rules | International Protocol | Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CLIENT NAME HERE

- Special Instructions
- Trade Name
- Legal Name
- Address
- Purpose
- Future Effective Date
- Attachments
- Signature**
- Review

Estimated Time to Completion: 7 minutes.

#### Signature

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and by attaching the signature I agree and understand that the typed electronic signature shall have the same legal effect as an original signature and is being accepted as my original signature pursuant to the Oklahoma Uniform Electronic Transactions Act, Title 12A Okla. Statutes Section 15-101, et seq.

#### Signature List

View Signatures

1	KREG R HANEY	Edit Delete
---	--------------	-------------

# TRADE NAME REPORT "DBA"

## Step 15

CONTROLLER: JOHN THORNTON  
Work ID: 3180392  
Filing Type: TRADE NAME REPORT  
Entity Name: CLIENT NAME HERE

Special Instructions  
Trade Name  
Legal Name  
Address  
Purpose  
Future Effective Date  
Attachments  
Signature  
Review

Estimated Time to Completion: 2 minutes.

Save Filing  
 Delete Filing

### Oklahoma Secretary of State Electronic Filing

Review Filing

Please review your filing and submit if satisfied. The submit button may be found below the image.

#### TRADE NAME REPORT

The undersigned business entity, in order to do business in Oklahoma under a name other than its legal name, hereby submits the following trade name report pursuant to Title 18, Oklahoma Statutes, Section 1140:

The **trade name** under which the business is carried on in Oklahoma is:  
CHATA COFFEE

The legal name of the entity doing business under the trade name is:  
CLIENT NAME HERE

The type of "business entity" filing the trade name report is:  
Unincorporated Business

The business entity was formed in the state of:  
Oklahoma

Business is carried on under such trade name at the following address (es):  
123456 CHATA LANE  
POTEAU, OK 74953 USA

A brief description of the kind of business being transacted under such trade name:  
Coffee Shop

#### BUSINESS ENTITY ACKNOWLEDGEMENT

I/we, being duly authorized to sign on behalf of the above named business entity, do hereby execute this report Thursday, May 02, 2019.

Signature Name	Title
KREG R HANEY	OWNER

[End Of Image]

Previous Continue Cancel

## Step 16

Oklahoma Secretary of State Contact Us Help

Business Services | Executive Legislative | Agricultural Liens | Open Meetings | Administrative Rules | International Protocol | Charitable Organizations

### Shopping Cart

for Kreg Haney  
(If you're not Kreg Haney, please [click here](#))  
Contact Email: khaney@choctawnation.com

Item	Quantity	Price
Trade Name Report: CHATA COFFEE	1	\$25.00

Continue Shopping Begin Checkout

**Order summary:**  
Sub Total: **\$25.00**  
Total Fee: **Pending**

We recommend having no more than six items in a cart before check out.  
For your convenience, we accept Visa, MasterCard, AmericanExpress and Discover credit cards.

VISA MasterCard Discover

**LLC - LIMITED  
LIABILITY COMPANY**

**CHAHTAPRENEUR**

# LLC FILING



## PROCEDURES FOR ORGANIZING AN OKLAHOMA LIMITED LIABILITY COMPANY

This information is intended as an aid to organizing an Oklahoma limited liability company pursuant to the provisions of Title 18, Section 2004 of the Oklahoma Statutes. **PLEASE CONSULT THE STATUTES CAREFULLY.**

- ❖ It may be to your benefit to contact the **INTERNAL REVENUE SERVICE** concerning federal tax requirements prior to filing with the Secretary of State.

### FILING PROCEDURES:

1. **Prepare and file** with the Secretary of State one signed copy of the articles of organization.
2. **Pay** to the Secretary of State a **filing fee** of **\$100.00**. (Title 18, Sec. 2055)
3. Make checks, cashier's checks, or money orders payable to the Oklahoma Secretary of State. Instruments may be mailed, delivered in person, or filed on-line at [www.sos.ok.gov](http://www.sos.ok.gov). The address of the Secretary of State is 421 N.W. 13th, Suite 210, Oklahoma City, Oklahoma 73103. If delivered in person, there will be an additional Twenty-five Dollar (\$25.00) fee for each document filed same day. The Secretary of State accepts Visa, Discover, MasterCard, or American Express if filing in person, or on-line; however, there will be a four percent (4%) service charge added for the use of a credit card. (Title 18, Section 1142)

### INSTRUCTIONS FOR PREPARING THE ARTICLES OF ORGANIZATION:

1. **NAME** – The name of the limited liability company. The name **SHALL** contain either the words **limited liability company** or **limited company** or the abbreviations **LLC, LC, L.L.C. or L.C.** The word limited may be abbreviated as Ltd. and the word company may be abbreviated as Co. (Title 18, Sec. 2008)
  - ❖ The name shall be such as to distinguish it upon the records in the office of the Secretary of State from the names of: (1) corporations, both domestic and foreign, then existing or which have existed at any time during the preceding three (3) years; or (2) then existing domestic and foreign limited partnerships; or (3) then existing domestic and foreign limited liability companies; or (4) trade names or fictitious names; or (5) corporate, limited partnership or limited liability company names reserved with the Secretary of State.
  - ❖ The **AVAILABILITY** of a name can be checked in advance by telephoning the Secretary of State at (405) 522-2520, checking on-line at [www.sos.ok.gov](http://www.sos.ok.gov), or by coming in person. Prior to organizing a limited liability company, a name may be reserved for a period of **sixty (60) days** by filing a Name Reservation application and paying a **fee of ten dollars (\$10.00)**. (Title 18, Section 2009)

# LLC FILING

2. **PRINCIPAL PLACE OF BUSINESS** – The street address of the company’s principal place of business, wherever located. P.O. Boxes are **not** acceptable.
  3. **E-MAIL ADDRESS** – The e-mail address of the company’s primary contact for the registered business. Every domestic and foreign limited liability company registered to do business in Oklahoma shall file an annual certificate each year on the company’s anniversary date, which confirms it is an active business and includes its principal place of business address and e-mail address, and shall pay an annual certificate fee of twenty-five dollars (\$25.00). (Title 18, Section 2055.2) Notice of this annual certificate will **ONLY** be sent to the limited liability company at its last known electronic mail address of record.
  4. **REGISTERED AGENT AND REGISTERED OFFICE** – The name and street address of the registered agent in the state of **Oklahoma**. The registered agent accepts service of process in the event of a lawsuit against the limited liability company. **Every** limited liability company **must** continuously maintain a registered agent and registered office in Oklahoma. The registered agent for service of process must be the domestic limited liability company itself, an individual resident of this state, or a domestic or qualified foreign corporation, limited liability company or limited partnership. Each registered agent shall maintain a business office identical with the registered office which is open during regular business hours to accept service of process and otherwise perform the functions of a registered agent. (Title 18, Section 2010) The registered office address must be a street address. P.O. Boxes are **not** acceptable.
  5. **TERM OF EXISTENCE** – The term of existence is how long the company will remain **active** or in existence for. You may state either perpetual, a set number of years, or a future effective expiration date. Perpetual means continuous.
  6. **EXECUTION** – At least one person, who may or may not be a member of the limited liability company, **must** sign the articles of organization. The person who signs is not required to be a member of the limited liability company; however, this does not exclude him/her from being so.
- ❖ One or more persons may form a limited liability company. **“Person”** is defined as an individual, a general partnership, a limited partnership, a limited liability company, a trust, an estate, an association, a corporation or any other legal or commercial entity. (Title 18, Sec. 2004)

# LLC FILING

Step by step instructions to complete a LLC online.

<https://www.sos.ok.gov/corp/filing.aspx>

## Step 1

The screenshot shows the Oklahoma Secretary of State website. At the top, there is a navigation bar with the following links: Business Services, Executive Legislative, Agricultural Liens, Open Meetings, Administrative Rules, International Protocol, and Charitable Organizations. The main heading is "Contact Information".

**Instructions:**  
Please enter your personal name and email address as a way to notify you when your documents are processed. You may also use the same contact information to return and complete any unfinished filings which are saved as work in progress.

**To begin please provide your contact information:**

Your Personal Name:

Email:

## Step 2

The screenshot shows the Oklahoma Secretary of State website. At the top, there is a navigation bar with the following links: Business Services, Executive Legislative, Agricultural Liens, Open Meetings, Administrative Rules, International Protocol, and Charitable Organizations. The main heading is "Welcome to Oklahoma Secretary of State On-Line Services".

**Work in Process**

**Instructions**

You may continue work begun in an earlier session (if applicable) from its corresponding Select link, or click Start New to begin new work.

You may remove unnecessary clutter from your work list, by selecting its Delete link.

Work not completed after 30 days will be systematically removed.  
If you're not **Kreg Haney**, please [click here](#)

**Select a Work Item**

**Start a New Work-ID**

**Return to a Previously Saved Application**

Select Work Work \* DocumentID Type Document Title From Cancel Work

# LLC FILING

Step 3

 Oklahoma Secretary of State Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name:

- Special Instructions
- Limited Liability Company
- Effective Date
- Address
- Duration
- Registered Agent
- Attachments
- Signature
- Review

Estimated Time to Completion: 9 minutes.

#### Special Instructions

These documents are being filed pursuant to Title 18, Oklahoma Statutes, Section 2000.

Step 4

 Oklahoma Secretary of State Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name:

- Special Instructions
- Limited Liability Company
- Effective Date
- Address
- Duration
- Registered Agent
- Attachments
- Signature
- Review

Estimated Time to Completion: 9 minutes.

#### Limited Liability Company Name

Enter a name and Click the 'spyglass' button next to the box.

The name of the Limited Liability Company is:

Name  

Total Results: 32

Filing Number	Name
1912303063	CHAHTA PETROLEUM TRANSPORTS
2900669258	CHAUDHARY ENTERPRIGE PARTNERSHIP
3512430481	DUNCAN HEALTH PARTNERS, LLC
3512180202	THE LAUNDRY HAMPER, LLC
3512321796	THE AMERICAN PAUER HAUS, LLC
3312646573	HARMONE THERAPEUTICS, LLC
3512549203	THE CHARMING CUPCAKERY LLC
3700641505	CUHACI & PETERSON, ARCHITECTS, L.L.C.
3812710536	YOUR HEALTH PARTNER, PLLC
2312102838	PERFORMANCE HEALTH SUPPLY, INC.

1 2 3 4

**(NOTE: The name must contain either the words **limited liability company** or **limited company** or the abbreviations **LLC, L.C., L.L.C. or L.C.** The word **limited** may be abbreviated as **Ltd.** and the word **company** may be abbreviated as **Co.**)**

Final determination will be made by filing examiners.

# LLC FILING

## Step 5

Oklahoma Secretary of State Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name: CHAHTAPRENEUR, LLC

- Special Instructions
- Limited Liability Company
- Effective Date**
- Address
- Duration
- Registered Agent
- Attachments
- Signature
- Review

Estimated Time to Completion: 0 minutes.

Save Filing  Delete Filing

#### Effective Date

Filing Date  
 Specify Date:

An Effective date shall not be later than a time on the 90th day after date of filing.

Previous Next Cancel

## Step 6

Oklahoma Secretary of State Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name: CHAHTAPRENEUR, LLC

- Special Instructions
- Limited Liability Company
- Effective Date
- Address**
- Duration
- Registered Agent
- Attachments
- Signature
- Review

Estimated Time to Completion: 7 minutes.

Save Filing  Delete Filing

#### Address

The street address of its principal place of business, wherever located (PO Boxes are not acceptable).

Street Address:

Dept/Suite/Room:

Country:

State:

City:

Zipcode:

Zipcode Extension (Optional):

Email:

Notice of the annual certificate due date will ONLY be sent to the LLC at its last known email address of record

Previous Next Cancel

# LLC FILING

Step 7

## Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name: CHAHTAPRENEUR, LLC

- Special Instructions
- Limited Liability Company
- Effective Date
- Address
- Duration
- Registered Agent
- Attachments
- Signature
- Review

Estimated Time to Completion: 6 minutes.

Save Filing  
Delete Filing

### Duration

Term of the existence of the limited liability company which may be perpetual.

- Perpetual
- Non-Perpetual Duration of:  
\_\_\_\_\_ years from the Effective Date of this filing.
- Non-Perpetual Expiration on:  
\_\_\_\_\_

Previous Next Cancel

Step 8

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name: CHAHTAPRENEUR, LLC

- Special Instructions
- Limited Liability Company
- Effective Date
- Address
- Duration
- Registered Agent
- Attachments
- Signature
- Review

Estimated Time to Completion: 5 minutes.

Save Filing  
Delete Filing

### Registered Agent

Every limited liability company **must** continuously maintain a resident agent and registered office. The resident agent for service of process may be the domestic limited liability company itself, an individual resident of this state, or a domestic or qualified foreign corporation, limited liability company or limited partnership. Each registered agent shall maintain a business office identical with the registered office which is open during regular business hours to accept service of process and otherwise perform the functions of a registered agent. (Title 18, Section 2010)

#### Type of Agent

- Individual
- Business

#### Agent Name

First Name: Kreg  
Middle Name: R  
Last Name: Haney  
Suffix: \_\_\_\_\_

#### Registered Office Address

##### Registered Office Address:

The registered office address must be a physical address and cannot be a post office address.

Street Address: 123456 Chata Lane  
Dept/Suite/Room: \_\_\_\_\_  
City: Poteau  
State: OKLAHOMA  
Zipcode: 74953  
Zipcode Extension (Optional): \_\_\_\_\_

# LLC FILING

## Step 9

 Oklahoma Secretary of State Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name: CHAHTAPRENEUR, LLC

- Special Instructions
- Limited Liability Company
- Effective Date
- Address
- Duration
- Registered Agent
- Attachments
- Signature
- Review

Estimated Time to Completion: 4 minutes.

Save Filing  Delete Filing

#### Attachments

Add Attachments (if needed)

Attachment List

No entries found.

Add Attachment

Previous Next Cancel

## Step 10

 Oklahoma Secretary of State Contact Us Help

Business Services Executive Legislative Agricultural Liens Open Meetings Administrative Rules International Protocol Charitable Organizations

Login My Account My Work Shopping Cart Briefcase

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name: CHAHTAPRENEUR, LLC

- Special Instructions
- Limited Liability Company
- Effective Date
- Address
- Duration
- Registered Agent
- Attachments
- Signature
- Review

Estimated Time to Completion: 3 minutes.

Save Filing  Delete Filing

#### Signature

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and by attaching the signature I agree and understand that the typed electronic signature shall have the same legal effect as an original signature and is being accepted as my original signature pursuant to the Oklahoma Uniform Electronic Transactions Act, Title 12A O.S., Statutes Section 15-101, et seq.

Signature List

No entries found.

Add Signature

Must be signed by at least one person who need not be a member.

Previous Next Cancel

# LLC FILING

## Step 11

 Oklahoma Secretary of State [Contact Us](#) [Help](#)

[Business Services](#) [Executive Legislative](#) [Agricultural Liens](#) [Open Meetings](#) [Administrative Rules](#) [International Protocol](#) [Charitable Organizations](#)

[Login](#) [My Account](#) [My Work](#) [Shopping Cart](#) [Briefcase](#)

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name: CHAHTADRENEUR, LLC

- Special Instructions
- Limited Liability Company
- Effective Date
- Address
- Duration
- Registered Agent
- Attachments
- Signature**
- Review

Estimated Time to Completion: 2 minutes.

#### Signature

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and by attaching the signature I agree and understand that the typed electronic signature shall have the same legal effect as an original signature and is being accepted as my original signature pursuant to the Oklahoma Uniform Electronic Transactions Act, Title 12A Okla. Statutes Section 15-101, et seq.

Signature

## Step 12

 Oklahoma Secretary of State [Contact Us](#) [Help](#)

[Business Services](#) [Executive Legislative](#) [Agricultural Liens](#) [Open Meetings](#) [Administrative Rules](#) [International Protocol](#) [Charitable Organizations](#)

[Login](#) [My Account](#) [My Work](#) [Shopping Cart](#) [Briefcase](#)

### Business Entity Filing

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name: CHAHTADRENEUR, LLC

- Special Instructions
- Limited Liability Company
- Effective Date
- Address
- Duration
- Registered Agent
- Attachments
- Signature**
- Review

Estimated Time to Completion: 2 minutes.

#### Signature

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and by attaching the signature I agree and understand that the typed electronic signature shall have the same legal effect as an original signature and is being accepted as my original signature pursuant to the Oklahoma Uniform Electronic Transactions Act, Title 12A Okla. Statutes Section 15-101, et seq.

#### Signature List

Item #	Signature
1	KREG R HANEY <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Must be signed by at least one person who need not be a member.

# LLC FILING

## Step 13

Contact: Kreg Haney  
Work ID: 3180343  
Filing Type: ARTICLES OF ORGANIZATION  
Entity Name: CHAHTAPRENEUR, LLC

- Special Instructions
- Limited Liability Company
- Effective Date
- Address
- Duration
- Registered Agent
- Attachments
- Signature
- Review

Estimated Time to Completion: 2 minutes.

[Save Filing](#)

[Delete Filing](#)

## Oklahoma Secretary of State Electronic Filing

### Review Filing

Please review your filing and submit if satisfied. The submit button may be found below the image.

#### ARTICLES OF ORGANIZATION

Domestic Limited Liability Company

#### COMPANY NAME

The name of the company is.

CHAHTAPRENEUR, LLC

#### ADDRESS

123456 CHATA LANE  
POTFAU, OK 74953 USA  
E-mail - khaney@choctawnation.com

#### FUTURE EFFECTIVE DATE

Effective Date:  
5/2/2019 12:54:44 PM

#### DURATION

PERPCTUAL

#### REGISTERED AGENT AND REGISTERED OFFICE ADDRESS

##### Agent Name

KREG R HANEY

##### Address

123456 CHATA LANE  
POTFAU, OK 74953

#### SIGNATURE

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and by attaching the signature I agree and understand that the typed electronic signature shall have the same legal effect as an original signature and is being accepted as my original signature pursuant to the Oklahoma Uniform Electronic Transactions Act, Title 12A Okla. Statutes Section 15-101, et seq.

Dated - 5/2/2019 12:00:00 AM

#### Signature Name

KREG R HANEY

[End Of Image]

[Previous](#)

[Continue](#)

[Cancel](#)

## Step 14



[Contact Us](#) [Help](#)

[Business Services](#) [Executive Legislative](#) [Agricultural Liens](#) [Open Meetings](#) [Administrative Rules](#) [International Protocol](#) [Charitable Organizations](#)

## Shopping Cart

### for Kreg Haney

(If you're not Kreg Haney, please [click here](#))

Contact Email:  
khaney@choctawnation.com

Item	Quantity	Item Description	Price
Delete	1	3180343 ARTICLES OF ORGANIZATION : CHAHTAPRENEUR, LLC	\$100.00

[Continue Shopping](#)

[Begin Checkout](#)

#### Order summary:

Sub Total: **\$100.00**  
Total Fee: **Pending**

We recommend having no more than six items in a cart before check out.  
For your convenience, we accept Visa, MasterCard, AmericanExpress and Discover credit cards.



Be sure to continue the process by selecting **BEGIN CHECKOUT**.  
You will need to pay \$100 via debit or credit card.

# LLC FILING



## ARTICLES OF ORGANIZATION (Oklahoma Limited Liability Company)

Filing Fee: \$100.00

TO: OKLAHOMA SECRETARY OF STATE  
421 N.W. 13th, Suite 210  
Oklahoma City, Oklahoma 73103  
(405) 522-2520

I hereby execute the following articles of organization for the purpose of forming an Oklahoma limited liability company pursuant to the provisions of Title 18, Section 2005:

1. Name of the limited liability company: (Note: The name shall contain either the words **limited liability company** or **limited company** or the abbreviations **LLC, LC, L.L.C. or L.C.** The word **limited** may be abbreviated as **Ltd.**, and the word **company** may be abbreviated as **Co.**)

- 
2. Street address of its principal place of business, wherever located:

---

Street address	City	State	Zip Code
(P.O. BOXES ARE <u>NOT</u> ACCEPTABLE)			

3. E-MAIL address of the primary contact for the registered business:

---

❖ Notice of the Annual Certificate will **ONLY** be sent to the Limited Liability Company at its last known electronic mail address of record.

4. NAME and street address of the registered agent for service of process in the state of Oklahoma:

❖ The registered agent shall be the limited liability company itself, an individual resident of Oklahoma, or a domestic or qualified foreign corporation, limited liability company, or limited partnership.

---

Name	Street Address	City	Oklahoma State	Zip Code
(P.O. BOXES ARE <u>NOT</u> ACCEPTABLE)				

5. Term of existence: \_\_\_\_\_

❖ You may state **perpetual**, a set number of years, or a future effective expiration date. Perpetual means continuous.

The articles of organization must be signed by at least one (1) person who may or may not be a member of the limited liability company.

• Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

• Printed Name: \_\_\_\_\_

# WHY DOES YOUR LLC NEED AN OPERATING AGREEMENT?

## **AN OPERATING AGREEMENT ESTABLISHES THE STRUCTURE OF YOUR COMPANY**

A great advantage of having an LLC is choosing how you'll split profits, workload, distribution of shares and more. In more rigid structures like S-Corps or C-Corps, you have less flexibility to choose the roles and rights of each business owner. For example, in a C-Corp, if you've invested 20% of the capital in the company, you're likely to receive 20% of the profits or losses. An LLC allows you to set this up differently. For example, say that our hypothetical 20% owner actually does 80% of the work, whereas her partner invested 80% but does only 20% of the work. In their Operating Agreement, these partners could choose to split the profits and losses 50%.

## **IT HELPS PROTECT YOUR LIMITED LIABILITY STATUS**

LLCs, especially one-person LLCs, are given much more respect by courts if they've created an LLC Operating Agreement. Without the formality of the operating agreement, your company may be viewed as a partnership or sole proprietorship. This could have consequences down the road and may even jeopardize your limited liability. To get the full protection from liability that an LLC offers an LLC Operating Agreement must be in place.

Attached is a simple fill in the blank Operating Agreement. If your LLC has a more complicated structure or you feel it needs to be more specific, an attorney can assist you with an LLC unique to your business.

# OPERATING AGREEMENT?

## MEMBERSHIP AND OPERATING AGREEMENT OF

---

THIS AGREEMENT is hereby made and entered into this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2019, by and between the following member(s):

\_\_\_\_\_ herein referred to as the sole member(s) having interest in the Limited Liability Company known as \_\_\_\_\_, with a current mailing address of \_\_\_\_\_, Oklahoma \_\_\_\_\_.

WHEREAS, the party hereby desires to establish agreements as follows:

1. The name of the association shall be \_\_\_\_\_ an Oklahoma Limited Liability Company.

2. The purpose of which the company is formed is the transaction of any and all lawful business for which limited liability companies may be organized under the Oklahoma Limited Liability Company Act.

3. The Company's registered agent and business office shall be:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

The Company's main business shall be conducted at:

\_\_\_\_\_

4. Capitalization of the Limited Liability Company shall be the contribution all the sum of \$\_\_\_\_\_ by each member, for a total capitalization of \$\_\_\_\_\_

5. There is \_\_ member who shall have ownership of the Limited Liability Company, with their division interest as follows:

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

No other members shall be allowed or membership created in association of the Limited Liability Company. A member may assign their membership interest only by unanimous vote of all members.

# OPERATING AGREEMENT?

6. All profits and losses, if any, of the company occurring in the course of normal business operations shall be born in the same proportion as member's division interest.
7. The Limited Liability Company shall be managed by \_\_\_\_\_ - acting as the managing Member.
8. Execution of all documents relating to the purchase, sale, mortgage, transfer, or assignment of any real estate or other asset of the Limited Liability Company shall require signature of the managing Member.

## The Members:

---

---

---



**David Robertson**  
Junkin' on 6th Street

**REGISTER WITH THE IRS**

**CHAHTAPRENEUR**

# REGISTER WITH THE IRS

## FEDERAL EMPLOYER IDENTIFICATION NUMBER OR EIN

Your federal tax ID numbers – also known as an Employer Identification Number (EIN) – work like a personal social security number, but for your business. They let your small business pay state and federal taxes.

Your Employer Identification Number (EIN) is your federal tax ID. You need it to pay federal taxes, hire employees, open a bank account, and apply for business licenses and permits.

It's free to apply for an EIN, and you should do it right after you register your business.

Your business needs a federal tax ID number if it does any of the following:

- Pays employees
- Operates as a corporation or partnership
- Files tax returns for employment, excise, or alcohol, tobacco, and firearms
- Withholds taxes on income, other than wages, paid to a non-resident alien
- Uses a Keogh Plan (a tax-deferred pension plan)
- Works with certain types of organizations

[Apply for an EIN with the IRS assistance tool.](#) It will guide you through questions and ask for your name, social security number, address, and your “Doing Business As” (DBA) name. Your nine-digit federal tax ID becomes available immediately upon verification.

**Be sure to print or save your EIN for future use.**

# REGISTER WITH THE IRS

## Step 1

Help | Apply for New EIN | Exit

### EIN Assistant

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#### Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).  
[Do I need an EIN?](#)  
[Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

#### About the EIN Assistant

- You must complete this application in one session, as you will not be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of inactivity, and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommend that you install [Adobe Reader](#) before beginning the application if it is not already installed.

#### Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or U.S. territories.
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number)

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.

## Step 2

Help | Apply for New EIN | Exit

### EIN Assistant

---

**Your Progress:**    1. Identify    2. Authenticate    3. Addresses    4. Details    5. EIN Confirmation

#### What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- [Sole Proprietor](#)  
Includes individuals who are in business for themselves and household employers.
- [Partnerships](#)  
Includes partnerships and joint ventures.
- [Corporations](#)  
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- [Limited Liability Company \(LLC\)](#)  
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- [Estate](#)  
An estate is a legal entity created as a result of a person's death.
- [Trusts](#)  
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- [View Additional Types, Including Tax-Exempt and Governmental Organizations](#)  
If none of the above fit what you are establishing, there are several others to choose from.

#### Help Topics

[? What if I do not know what type of legal structure or organization to choose?](#)

[<< Back](#)

[Continue >>](#)

# REGISTER WITH THE IRS

## Step 3

Help | Apply for New EIN | Exit

 IRS.gov

### EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

**You have chosen Limited Liability Company.**

**What it is...**

- A limited liability company (LLC) is a structure allowed by state statute.
- An LLC is formed by filing articles of organization with the state's secretary of state office.
- An LLC must be unique in its state. There can be no more than one active LLC with the same name in the same state.
- For federal tax purposes, an LLC may be treated as a partnership or a corporation, or be disregarded as an entity separate from its owner.
- An LLC can have two or more [members](#) (multi-member) or one member (single-member).
- An LLC can have an unlimited number of members.
- An LLC's members may include individuals, corporations, other LLCs, or foreign entities.

**What it is not...**

- LLCs are not [incorporated](#) and do not file [articles of incorporation](#).

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

[IRS Privacy Policy](#) | [Accessibility](#)

## Step 4

Help | Apply for New EIN | Exit

 IRS.gov

### EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

**Tell us more about the members of the Limited Liability Company (LLC).**

<sup>\*</sup> Required fields

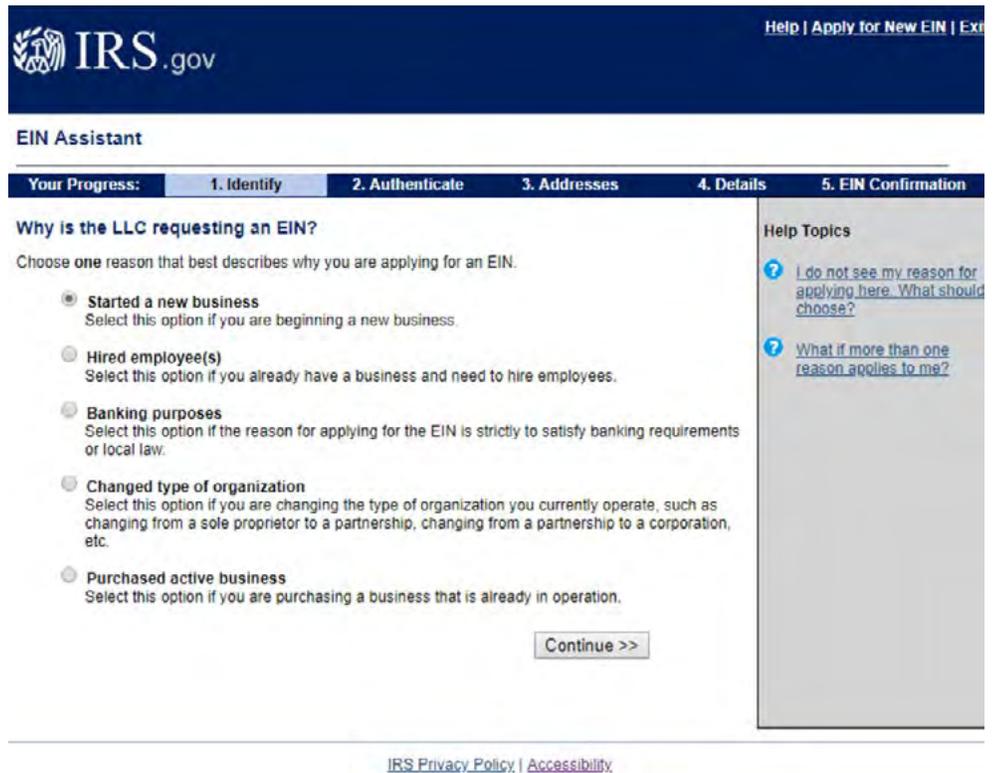
How many [member\(s\)](#) are in the LLC? <sup>\*</sup>

Please select the state/territory where the business is physically located: <sup>\*</sup>

[IRS Privacy Policy](#) | [Accessibility](#)

# REGISTER WITH THE IRS

## Step 5



The screenshot shows the IRS EIN Assistant interface for Step 5. The header includes the IRS logo and the text "IRS.gov" and "Help | Apply for New EIN | Exit". Below the header, the "EIN Assistant" title is followed by a progress bar with five steps: "1. Identify", "2. Authenticate", "3. Addresses", "4. Details", and "5. EIN Confirmation". The main content area is titled "Why is the LLC requesting an EIN?" and asks the user to "Choose one reason that best describes why you are applying for an EIN." There are five radio button options: "Started a new business", "Hired employee(s)", "Banking purposes", "Changed type of organization", and "Purchased active business", each with a brief description. A "Continue >>" button is located at the bottom right of the main content area. On the right side, there is a "Help Topics" sidebar with two links: "I do not see my reason for applying here. What should I choose?" and "What if more than one reason applies to me?". At the bottom of the page, there are links for "IRS Privacy Policy" and "Accessibility".

## Step 6



The screenshot shows the IRS EIN Assistant interface for Step 6. The header includes the IRS logo and the text "IRS.gov" and "Help | Apply for New EIN | Exit". Below the header, the "EIN Assistant" title is followed by a progress bar with five steps: "1. Identify", "2. Authenticate", "3. Addresses", "4. Details", and "5. EIN Confirmation". The main content area is titled "Who is the Responsible Party of the LLC?" and states "The responsible party of the LLC can be either an individual OR an existing business." Below this, it says "Please choose one:" and has two radio button options: "Individual" (which is selected) and "Existing business". There are "<< Back" and "Continue >>" buttons at the bottom of the main content area. At the bottom of the page, there are links for "IRS Privacy Policy" and "Accessibility".

# REGISTER WITH THE IRS

## Step 7

IRS.gov [Help](#) | [Apply for New EIN](#) | [Exit](#)

### EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

You selected individual. Please tell us about the Responsible Party of the LLC.

\* Required fields  
Must match IRS records or this application cannot be processed.  
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name \*

Middle name/initial

Last name \*

Suffix (Jr, Sr, etc.)

SSN/TIN \*  -  -

Choose One: \*

I am one of the [owners](#), [members](#), or the managing member of this LLC.

I am a third party applying for an EIN on behalf of this LLC.

Before continuing, please review the information above for typographical errors.

[IRS Privacy Policy](#) | [Accessibility](#)

## Step 8

IRS.gov [Help](#) | [Apply for New EIN](#) | [Exit](#)

### EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses 4. Details 5. EIN Confirmation

Where is the LLC physically located?

\* Required fields  
The only special characters allowed for street and city are - and /.  
Note: Must be a U.S. address. Do not enter a P.O. box. [For military addresses click here.](#)

Street \*

City \*

State/U.S. territory \*

ZIP code \*

Phone number \*  -  -

Do you have an address **different** from the above where you want your mail to be sent? \*  Yes  No

Before continuing, please review the information above for typographical errors.

[IRS Privacy Policy](#) | [Accessibility](#)

# REGISTER WITH THE IRS

## Step 9

Help | Apply for New EIN | Exit

### EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

#### Tell us about the LLC.

\* Required fields  
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).  
The legal name may not contain any of the following endings: Corp, Inc.  
The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.

Legal name of LLC (must match [articles of organization](#), if filed) \*

Trade name/Doing business as (only if different from legal name)

County where LLC is located \*

State/Territory where LLC is located \*

State/Territory where [articles of organization](#) are (or will be) filed \*

LLC start date \*

Before continuing, please review the information above for typographical errors.

[IRS Privacy Policy](#) | [Accessibility](#)

## Step 10

Help | Apply for New EIN | Exit

### EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

#### Tell us more about the LLC.

\* Required fields

Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? \*  Yes  No

Does your business involve [gambling/wagering](#)? \*  Yes  No

Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? \*  Yes  No

Does your business sell or manufacture alcohol, tobacco, or firearms? \*  Yes  No

Do you have, or do you expect to have, any [employees who will receive Forms W-2](#) in the next 12 months? \* (Forms W-2 require additional filings with the IRS.)  Yes  No

Before continuing, please review the information above.

#### Help Topics

[? What is Form 720?](#)

[IRS Privacy Policy](#) | [Accessibility](#)

# REGISTER WITH THE IRS

## Step 11

[Help](#) | [Apply for New EIN](#) | [Exit](#)

### EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details **5. EIN Confirmation**

#### What does your business or organization do?

Choose one category that best describes your business. Click the underlined links for additional examples for each category.

- [Accommodations](#)  
Casino hotel, hotel, or motel.
- [Construction](#)  
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.
- [Finance](#)  
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.
- [Food Service](#)  
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- [Health Care](#)  
Doctor, mental health specialist, hospital, or outpatient care center.
- [Insurance](#)  
Insurance company or broker.
- [Manufacturing](#)  
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- [Real Estate](#)  
Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- [Rental & Leasing](#)  
Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- [Retail](#)  
Retail store, internet sales (exclusively), direct sales (catalogue, mail order, door to door), auction house, or selling goods on auction sites.
- [Social Assistance](#)  
Youth services, residential care facility, services for the disabled, or community food/housing/relief services.
- [Transportation](#)  
Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- [Warehousing](#)  
Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle.
- [Wholesale](#)  
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.
- [Other](#)

[IRS Privacy Policy](#) | [Accessibility](#)

# REGISTER WITH THE IRS

## Step 12

[Help](#) | [Apply for New EIN](#) | [Exit](#)

### EIN Assistant

Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

#### How would you like to receive your EIN Confirmation Letter?

You have two options for receiving your confirmation letter. Please choose one below:

- Receive letter online.** This option requires [Adobe Reader](#). You will be able to view, print, and save this letter immediately. It will not be mailed to you. 
- Receive letter by mail.** The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.

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[IRS Privacy Policy](#) | [Accessibility](#)

# REGISTER WITH THE IRS

## Step 13

 [Help](#) | [Apply for New EIN](#) | [Exit](#)

### EIN Assistant

**Your Progress:** 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

#### Summary of your information

Please review the information you are about to submit. If any of the information below is incorrect, you will need to [start a new application](#).

Click the "Submit" button at the bottom of the page to receive your EIN.

#### Organization Type: LLC

##### LLC Information

Legal name:	PIRATE SHIPS LLC
County:	LE FLORE
State/Territory:	OK
Start date:	MAY 2019
Closing month of accounting year:	DECEMBER (The closing month of the accounting year is defaulted to December due to your organization type. To change your closing month of accounting year, complete <a href="#">Form 1128</a> .)
State/Territory where articles of organization are (or will be) filed:	OK

---

##### Addresses

Physical Location: [REDACTED]

Phone Number: [REDACTED]

---

##### Responsible Party

Name: [REDACTED]

SSN/ITIN: [REDACTED]

---

##### Principal Business Activity

What your business/organization does:  
Principal products/services: [REDACTED]

---

##### Additional LLC Information

Owns a 55,000 pounds or greater highway motor vehicle:	NO
Involves gambling/wagering:	NO
Involves alcohol, tobacco or firearms:	NO
Files Form 720 (Quarterly Federal Excise Tax Return):	NO
Has employees who receive Forms W-2:	NO
Reason for Applying:	STARTED A NEW BUSINESS

---

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.

Click "Submit" to send your request and receive your EIN  **Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.**

[IRS Privacy Policy](#) | [Accessibility](#)

# REGISTER WITH THE IRS

Form <b>SS-4</b> (Rev. December 2017) Department of the Treasury Internal Revenue Service	<b>Application for Employer Identification Number</b> (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ▶ Go to <a href="http://www.irs.gov/FormSS4">www.irs.gov/FormSS4</a> for instructions and the latest information. ▶ See separate instructions for each line. ▶ Keep a copy for your records.	OMB No. 1545-0003 EIN _____
--	---	--------------------------------

<b>Type or print clearly.</b>	<b>1</b> Legal name of entity (or individual) for whom the EIN is being requested _____	
	<b>2</b> Trade name of business (if different from name on line 1) _____	<b>3</b> Executor, administrator, trustee, "care of" name _____
	<b>4a</b> Mailing address (room, apt., suite no. and street, or P.O. box) _____	<b>5a</b> Street address (if different) (Do not enter a P.O. box.) _____
	<b>4b</b> City, state, and ZIP code (if foreign, see instructions) _____	<b>5b</b> City, state, and ZIP code (if foreign, see instructions) _____
	<b>6</b> County and state where principal business is located _____	
	<b>7a</b> Name of responsible party _____	<b>7b</b> SSN, ITIN, or EIN _____
<b>8a</b> Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>8b</b> If 8a is "Yes," enter the number of LLC members . . . . . ▶ _____
<b>8c</b> If 8a is "Yes," was the LLC organized in the United States? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>9a Type of entity</b> (check only one box). <b>Caution.</b> If 8a is "Yes," see the instructions for the correct box to check.		
<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Partnership _____ <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> Personal service corporation _____ <input type="checkbox"/> Military/National Guard <input type="checkbox"/> State/local government _____ <input type="checkbox"/> Church or church-controlled organization _____ <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government _____ <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises _____ <input type="checkbox"/> Other (specify) ▶ _____ <b>Group Exemption Number (GEN) if any ▶</b> _____		
<b>9b</b> If a corporation, name the state or foreign country (if applicable) where incorporated _____	State _____	Foreign country _____
<b>10 Reason for applying</b> (check only one box)		
<input type="checkbox"/> Started new business (specify type) ▶ _____ <input type="checkbox"/> Banking purpose (specify purpose) ▶ _____ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Purchased going business _____ <input type="checkbox"/> Other (specify) ▶ _____ <input type="checkbox"/> Created a trust (specify type) ▶ _____ <input type="checkbox"/> Created a pension plan (specify type) ▶ _____		
<b>11</b> Date business started or acquired (month, day, year). See instructions. _____		<b>12</b> Closing month of accounting year _____
<b>13</b> Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.		<b>14</b> If you expect your employment tax liability to be \$1,000 or less in a full calendar year <b>and</b> want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>
Agricultural	Household	
<b>15</b> First date wages or annuities were paid (month, day, year). <b>Note:</b> If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) . . . . . ▶ _____		
<b>16</b> Check <b>one</b> box that best describes the principal activity of your business. <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker		
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Other (specify) ▶ _____		
<b>17</b> Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided. _____		
<b>18</b> Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes," write previous EIN here ▶ _____		
<b>Third Party Designee</b>	Complete this section <b>only</b> if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name _____	Designee's telephone number (include area code) _____
	Address and ZIP code _____	Designee's fax number (include area code) _____
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.		Applicant's telephone number (include area code) _____
Name and title (type or print clearly) ▶ _____		Applicant's fax number (include area code) _____
Signature ▶ _____	Date ▶ _____	

# REGISTER WITH THE IRS

## Do I Need an EIN?

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document.<sup>1</sup> See also the separate instructions for each line on Form SS-4.

IF the applicant...	AND...	THEN...
Started a new business	Does not currently have (nor expect to have) employees	Complete lines 1, 2, 4a-8a, 8b-c (if applicable), 9a, 9b (if applicable), and 10-14 and 16-18.
Hired (or will hire) employees, including household employees	Does not already have an EIN	Complete lines 1, 2, 4a-6, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10-18.
Opened a bank account	Needs an EIN for banking purposes only	Complete lines 1-5b, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Changed type of organization	Either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership) <sup>2</sup>	Complete lines 1-18 (as applicable).
Purchased a going business <sup>3</sup>	Does not already have an EIN	Complete lines 1-18 (as applicable).
Created a trust	The trust is other than a grantor trust or an IRA trust <sup>4</sup>	Complete lines 1-18 (as applicable).
Created a pension plan as a plan administrator <sup>5</sup>	Needs an EIN for reporting purposes	Complete lines 1, 3, 4a-5b, 9a, 10, and 18.
Is a foreign person needing an EIN to comply with IRS withholding regulations	Needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits <sup>6</sup>	Complete lines 1-5b, 7a-b (SSN or ITIN optional), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Is administering an estate	Needs an EIN to report estate income on Form 1041	Complete lines 1-6, 9a, 10-12, 13-17 (if applicable), and 18.
Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.)	Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Is a state or local agency	Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 <sup>7</sup>	Complete lines 1, 2, 4a-5b, 9a, 10, and 18.
Is a single-member LLC (or similar single-member entity)	Needs an EIN to file Form 8832, Classification Election, for filing employment tax returns and excise tax returns, or for state reporting purposes <sup>8</sup> , or is a foreign-owned U.S. disregarded entity and needs an EIN to file Form 5472, Information Return of a 25% Foreign-Owned U.S. Corporation or a Foreign Corporation Engaged in a U.S. Trade or Business (Under Sections 6038A and 6038C of the Internal Revenue Code)	Complete lines 1-18 (as applicable).
Is an S corporation	Needs an EIN to file Form 2553, Election by a Small Business Corporation <sup>9</sup>	Complete lines 1-18 (as applicable).

<sup>1</sup> For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.

<sup>2</sup> However, do not apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).

<sup>3</sup> Do not use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

<sup>4</sup> However, grantor trusts that do not file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.

<sup>5</sup> A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

<sup>6</sup> Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

<sup>7</sup> See also *Household employer* on page 4 of the instructions. **Note:** State or local agencies may need an EIN for other reasons, for example, hired employees.

<sup>8</sup> See *Disregarded entities* on page 4 of the instructions for details on completing Form SS-4 for an LLC.

<sup>9</sup> An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.



**Lance Sconyers – Poteau Family Fitness**

# NOTES

# **OKLAHOMA STATE TAX PERMIT**

**CHAHTAPRENEUR**

# OKLAHOMA SALES TAX

## OKLAHOMA STATE TAX PERMIT

Under Oklahoma law, state sales tax must be charged and collected on all transfers of title or possession of tangible personal property for valuable consideration that occur within this state. Sales tax is also levied on certain services that are provided in this state. If the transaction occurs within the boundaries of a county or municipality that also levies a sales tax, the applicable county or municipal sales tax must also be charged and collected.

Because you pay sales tax after the sale, you can present an Oklahoma Sales Tax Exemption Certificate to avoid paying sales tax twice for any item you intend to sell. You CANNOT use this exemption for consumable items that you will use in the normal course of business.

### EXAMPLE:

**Bags to hold merchandise, Receipt Paper, and decorations used in your business are not exempt.**

**Merchandise that you sell in your store, like a t-shirt or candy bar is exempt.**

Oklahoma State Sales Tax is levied at 4.5 percent of the gross receipts from the sale or rental of tangible personal property and from the furnishing of specific services, including printing and advertising (except in newspapers, periodicals, and on billboards, as well as any advertising through the electronic broadcast media, including radio, television and cable television), transportation and auto parking, admissions, lodging and meals, telephone service and the furnishings of other public utilities, such as electricity and natural gas, with the exception of water. State sales tax does not apply to electricity or natural gas utility bills for residential property but remain subject to any applicable municipal and county taxes in effect at the time of sale. The furnishing of natural or artificial gas and electricity for commercial use, such as retail stores, warehouses, etc, is subject to state, city and county sales tax. Natural gas and electricity used directly in the manufacturing process is exempt if the manufacturing company holds an exemption certificate.

There are several other exemptions from sales tax, including general exemptions, agricultural exemptions and tax-exempt from sales tax. Prescription drugs for human consumption are exempt from sales tax. This exemption does not apply to proprietary or patent medicines.

# OKLAHOMA SALES TAX

Oklahoma law allows incorporated cities and towns to levy sales taxes for general and specific purposes of municipal government. Local tax ordinances must be approved by a majority vote in a citywide election. There is presently no maximum local rate that may be levied by cities and towns. Counties may levy a county sales tax not to exceed 2 percent. The county sales tax is in addition to the existing 4.5 percent state and applicable municipal tax. Municipalities and counties can form a transportation trust and elect to have a tax not to exceed 2 percent to be deducted for building roads. This tax is in addition to city and county sales tax. Sales tax permits require a \$20 fee with additional locations costing \$10. The license is renewable every three years from the date the permit was issued, if the business is in good standing.

**We encourage you to meet with your Small Business Advisor for more information and to assist you in registering for a FREE tax workshop from the Oklahoma Tax Commission.**

To apply for an Oklahoma Sales Tax Permit visit [https://oktap.tax.ok.gov/OkTAP/Web/\\_/](https://oktap.tax.ok.gov/OkTAP/Web/_/)

View Step-By-Step Instructions to apply for a sales tax permit through the Oklahoma Tax Commission.

# OKLAHOMA SALES TAX

## Step 1

Visit the Oklahoma Taxpayer Access Point website

[https://oktap.tax.ok.gov/OkTAP/Web/\\_/](https://oktap.tax.ok.gov/OkTAP/Web/_/)

## Online Business Registration System

Welcome to the **Online Business Registration System**.

This system will allow you to register your business and remit the appropriate permit/license fees and receive a confirmation number for your filing.

Presently, we accept only the following types of applications:

This system does allow you to make changes to existing accounts.

- New Retail Businesses, additional locations and additional licenses
  - **Tax types** must be:
    - Withholding
    - Sales Tax
    - Prepaid Wireless
    - Waste Tire
    - Consumer Use
    - Vendor Use
    - Mixed Beverage
    - Tire Recycling
    - Cigarette Retailer
    - Tobacco Retailer
    - Coin-op
    - 911
    - Alcohol Wholesalers
    - Beer Wholesalers
    - Cigarette Wholesalers
    - Direct Wine Shippers
    - Fireworks
    - Lodging
    - Medical Marijuana
    - Tobacco Wholesalers
    - Wineries

If you are applying for a Mixed Beverage permit, you will need to provide a copy of your ABLE license and your bond. The ABLE license can be added electronically, however, the bond must be mailed or brought to the Oklahoma Tax Commission.

Once you complete your online registration, **DO NOT** mail a copy to the OTC.

[Enter the Online Business Registration System. \(click here\)](#)

**\*Important Notice:** Due to recent changes in the electronic banking rules, the Oklahoma Tax Commission cannot currently accept ACH debits or credits from foreign financial institution. If you use a foreign financial institution for your banking needs, you must now pay your tax obligations with a credit card, paper check or wire transfer. Taxpayers will be notified as soon as the Tax Commission can again accept ACH debits or credits from foreign financial institutions.

If you need a copy of the completed application, you must print each screen as you complete it. You will not be given an opportunity to print upon completion of the application.

# OKLAHOMA SALES TAX

## Step 2

**OKTAP Oklahoma Taxpayer Access Point**

### New Business Registration

Home > New Business Registration

OKTAP FAQ & OTC FAQs Contact Us

**1 Reason**

#### Reason

**Remote Seller**

A remote seller is a business enterprise that sells tangible goods into Oklahoma that does **NOT** have a retail store, warehouse, inventory, or a presence of traveling salespeople or representatives within the State of Oklahoma. Remote sellers ship using a common carrier directly to residents of Oklahoma; this includes, but not limited to: internet sellers that reside outside of Oklahoma and companies effected by the 2018 Wayfair ruling.

Are you a remote seller?  Yes  No **Required**

Cancel

## Step 3

**OKTAP Oklahoma Taxpayer Access Point**

### New Business Registration

Home > New Business Registration

OKTAP FAQ & OTC FAQs Contact Us

**1 Reason**

#### Reason

**Remote Seller**

A remote seller is a business enterprise that sells tangible goods into Oklahoma that does **NOT** have a retail store, warehouse, inventory, or a presence of traveling salespeople or representatives within the State of Oklahoma. Remote sellers ship using a common carrier directly to residents of Oklahoma; this includes, but not limited to: internet sellers that reside outside of Oklahoma and companies effected by the 2018 Wayfair ruling.

Are you a remote seller?  Yes  No

**I am filling out this application because I want to...**

- Register or add a new sales/use/wholesale tax permit
  - ONLY register a new withholding account
  - Respond to a Franchise letter
  - Add new location to an existing sales tax account

**!** If you are a new sales tax applicant and have multiple locations, please only submit 1 location initially. You will receive a confirmation email with your STS number, you may add the additional locations the day after receiving the email. The reason for application will be "Add a new location to existing sales tax account."

Cancel

# OKLAHOMA SALES TAX

## Step 4

**OKTAP Oklahoma Taxpayer Access Point**

### New Business Registration

Home > New Business Registration

[OKTAP FAQ & OTC FAQs](#) [Contact Us](#)

1. Reason > **2. Instructions**

#### Instructions

**Instructions**

Please be advised that you may need 15 minutes or more to complete the application in its entirety; the actual length of time is dependent upon the specific request. This application cannot be saved and returned to later, so idle time in excess of 15 minutes will cause the application to close and cancel any information already input. In order to avoid this, we recommend you have the following information available:

- SSN or FEIN of legal entity (determined by business ownership)
- Contact information
- Mailing address of business
- Physical Address of business (cannot be PO Box or RR)
- Electronic payment method

Payment for registration and license fees must be made electronically before this application can be processed.  
*Important Notice: The following fees will be added to your transaction:*

- \$2.00 convenience fee
- 2.25% of total transaction (for debit or credit card transactions)

**Completed electronic business applications, including electronic signature and payment, require 5-10 business days to process.**

If you will need a copy of this application, you must screen print each page as you complete it. You will not be given the opportunity to print the entire application at the end.

#### Terms and Conditions

[Click here to view terms and conditions](#)

**I accept the terms and conditions**

[Cancel](#) [Previous](#) [Next](#)

## Step 5

**OKTAP Oklahoma Taxpayer Access Point**

### New Business Registration

Home > New Business Registration

[OKTAP FAQ & OTC FAQs](#) [Contact Us](#)

1. Reason > 2. Instructions > **3. Identification**

#### Identification

**Customer Type**

- Sole Proprietor**
- Business/Single Member LLC
- Government

**Identification**

Social Security Number:

Are you a contractor?  
 Yes  **No**

[Cancel](#) [Previous](#) [Next](#)

# OKLAHOMA SALES TAX

## Step 6

### New Business Registration

Home > New Business Registration

[OKTAP FAQ & OTC FAQs](#) [Contact Us](#)

1. Reason > 2. Instructions > 3. Identification > 4. Application Information

### Application Information

#### Contact Information

Contact Type Owner	Country USA
First Name JOHN	Last Name DOE
Email JDOE@GMAIL.COM	Re-enter Email JDOE@GMAIL.COM
Business Phone (580) 579-2872	Extension

#### Business Type

Ownership Type Sole Proprietor	Middle Name R
First Name JOHN	Suffix
Last Name DOE	

Cancel

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# OKLAHOMA SALES TAX

## Step 7

[OKTAP FAQ & OTC FAQs](#) [Contact Us](#)

1. Reason 2. Instructions 3. Identification 4. Application Information 5. Address Information

### Address Information

#### Mailing Address

Country

USA

Street Address

123 CHAHTA ROAD

Unit Type

Unit

City

DURANT

State

OKLAHOMA

Zip Code

74701-0000

County

BRYAN

[Click here to verify](#)

#### Physical Location Address

Physical address same as mailing?

Yes

No

Country

USA

Street Address

123 CHAHTA ROAD

Unit Type

Unit

City

DURANT

State

OKLAHOMA

Zip Code

74701-0000

County

BRYAN

[Cancel](#)

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# OKLAHOMA SALES TAX

## Step 8

[OKTAP FAQ & OTC FAQs](#) [Contact Us](#)

1. Reason 2. Instructions 3. Identification 4. Application Information 5. Address Information

### Address Information

#### ✉ Mailing Address

Country

USA

Street Address

1802 CHUKKA HINA

Unit Type

Unit

City

DURANT

State

OKLAHOMA

Zip Code

74701-7117

County

BRYAN

Verified



#### 📍 Physical Location Address

Physical address same as mailing?

Yes

No

Country

USA

Street Address

1802 CHUKKA HINA

Unit Type

Unit

City

DURANT

State

OKLAHOMA

Zip Code

74701-7117

County

BRYAN

Cancel

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# OKLAHOMA SALES TAX

## Step 9

☰ **New Business Registration**

Home > New Business Registration

[OKTAP FAQ & OTC FAQs](#)   [Contact Us](#)

1. Reason > 2. Instructions > 3. Identification > 4. Application Information > 5. Address Information > 6. Location Information

### Location Information

**Physical Location Information**

Trade Name of Business (DBA)

Is this a home based business?  
 Yes    No

Is this location within the city limits?  
 Yes    No

Deliveries made in the city?  
 Yes    No

Deliveries made in the county?  
 Yes    No

**Physical Location Contact**

Same as Owner information?  
 Yes    No

Location Email

Location Phone

Extension

**Primary Business Activity**

[Click here to enter 6 digit principal product or services \(NAICS\) code](#)

**Previous Business at Location**

Was there a previous business at this location?  
 Yes    No

Cancel
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Next ▶

## Step 10

Activity Code Search

### Industry Code Lookup

To search for your industry code, type your primary products or services in the **Keyword** box and press **Enter**. Click the **Code** link to view the title, description, and primary activity the industry code describes. After your code has been selected, click the **Ok** button.

Search   Common NAICS Codes

**Search**

Type

Keyword

Search

**Results** Filter

◀ 2 of 3 ▶ 11 - 20 of 22

Code	Title
333241	Food Product Machinery Manufacturing
333318	Other Commercial and Service Industry Machinery Manufacturing
335210	Small Electrical Appliance Manufacturing
337122	Nonupholstered Wood Household Furniture Manufacturing
423440	Other Commercial Equipment Merchant Wholesalers
423620	Household Appliances, Electric Housewares, and Consumer Electronics Merchant Wholesalers
424490	Other Grocery and Related Products Merchant Wholesalers
443141	Household Appliance Stores
445299	All Other Specialty Food Stores
454390	Other Direct Selling Establishments

◀ 2 of 3 ▶ 11 - 20 of 22

**445299 - All Other Specialty Food Stores**

# OKLAHOMA SALES TAX

## Step 11

### New Business Registration

Home > New Business Registration

[OkTAP FAQ & OTC FAQs](#) [Contact Us](#)

1. Reason > 2. Instructions > 3. Identification > 4. Application Information > 5. Address Information > 6. Location Information

#### Location Information

##### Physical Location Information

Trade Name of Business (DBA)

Is this a home based business?  
 Yes  No

Is this location within the city limits?  
 Yes  No

Deliveries made in the city?  
 Yes  No

Deliveries made in the county?  
 Yes  No

##### Physical Location Contact

Same as Owner information?  
 Yes  No

Location Email

Location Phone

Extension

##### Primary Business Activity

[Click here to enter 6 digit principal product or services \(NAICS\) code](#)

445299 - All Other Specialty Food Stores

##### Previous Business at Location

Was there a previous business at this location?  
 Yes  No

## Step 12

### New Business Registration

Home > New Business Registration

[OkTAP FAQ & OTC FAQs](#) [Contact Us](#)

1. Reason > 2. Instructions > 3. Identification > 4. Application Information > 5. Address Information > 6. Location Information > 7. Withholding Tax

#### Withholding Tax

##### Withholding Tax Information

Do you (intend to) withhold Oklahoma Income Tax from employees?  
 Yes  No

# OKLAHOMA SALES TAX

## Step 13

### New Business Registration

Home > New Business Registration

[OkTAP FAQ & OTC FAQs](#) [Contact Us](#)

Application Information > 5. Address Information > 6. Location Information > 7. Withholding Tax > 8. Non-Sales Tax Accounts List

#### Non-Sales Tax Accounts List

**Other Account Information**

Do you make purchases from outside Oklahoma that are not for resale?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a distributor of vending machines?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you operate vending machines?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you an alcohol wholesaler, distributor, or direct wine shipper?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a cigarette wholesaler and/or manufacturer?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a tobacco wholesaler and/or manufacturer?	<input type="radio"/> Yes <input checked="" type="radio"/> No

## Step 14

Address Information > 6. Location Information > 7. Withholding Tax > 8. Non-Sales Tax Accounts List > 9. Sales Tax Account List

#### Sales Tax Account List

**Sales Tax Questions**

Do you sell cigarettes and/or tobacco retail?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you sell electronic cigarettes and/or vapor products?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you dispense or process medical marijuana?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you sell alcohol retail?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you sell prepaid wireless service?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a rural electric co-op?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you rent vehicles to the public or fleets?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you provide lodging services such as a hotel, motel, or airbnb?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you collect the 911 fee on phone service?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you sell tires?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you deal scrap metal?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you sell retail fireworks?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you provide taxable services such as a tanning salon or photography?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you sell motor fuel from a convenience store?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a mobile vendor?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you grow medical marijuana?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you purchase inventory for vending machines, lease equipment, or make retail sales ?	<input checked="" type="radio"/> Yes <input type="radio"/> No

# OKLAHOMA SALES TAX

## Step 15

**OKTAP Oklahoma Taxpayer Access Point**

### New Business Registration

Home > New Business Registration

[OKTAP FAQ & OTC FAQs](#) [Contact Us](#)

1. Registration Information > 7. Withholding Tax > 8. Non-Sales Tax Accounts List > 9. Sales Tax Account List > **10. Sales Tax Information**

#### Sales Tax Information

**Sales Tax Information**

**i** You need a sales tax permit because you answered yes to one (or more) of the questions on the last step or you use your own vehicles to deliver goods from out of state.

Date of First Sales

[Cancel](#) [Previous](#) [Next](#)

## Step 16

**OKTAP Oklahoma Taxpayer Access Point**

### New Business Registration

Home > New Business Registration

[OKTAP FAQ & OTC FAQs](#) [Contact Us](#)

7. Withholding Tax > 8. Non-Sales Tax Accounts List > 9. Sales Tax Account List > 10. Sales Tax Information > **11. Summary**

#### Summary

**Summary**

Click the account type link if you would like to go back to edit information

You are registering for the following accounts:

**Sales Tax**

Date of first sales: 11/1/2019

Sales tax filing frequency: Monthly

**Retailer Permit**

Retail permit start date: 10/16/2019

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# OKLAHOMA SALES TAX

## Step 17

[OKTAP FAQ & OTC FAQS](#) [Contact Us](#)

8. Non-Sales Tax Accounts List 9. Sales Tax Account List 10. Sales Tax Information 11. Summary 12. Web Logon

### Web Logon

#### Web Logon

*If you choose to create a web logon, you will be responsible for approving any additional web logons associated to this customer. Please only create a logon if you are the person whom should assume this responsibility. If you aren't the person with this responsibility, this can be completed another time by the right person.*

Do you want to create a web logon upon registering?

Yes

No

#### Web Logon Information

Name

Username

Password

Confirm Password

#### Contact Information

Email

Business Phone

Phone Carrier

Phone Country

#### Security Information

Secret Question

Secret Answer

#### Password Requirements

Passwords cannot be reused

Minimum 10 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

# OKLAHOMA SALES TAX

## Step 18

OKTAP FAQ & OTC FAQs [Contact Us](#)

es Tax Accounts List > 9. Sales Tax Account List > 10. Sales Tax Information > 11. Summary > 12. Web Logon > 13. Affidavit

### Affidavit

 **Affidavit Verifying Lawful Presence in the United States**

All sole proprietors applying for a business permit or license with the Oklahoma Tax Commission are required, by the provisions of 56 O.S. Supp 2007 Section 71, to provide the Commission with verification of lawful presence in the United States by executing the Affidavit below.

State of:

County of:

I, JOHN DOE being of lawful age, state under penalty of perjury, as follows:

I am a United States Citizen  Yes  No

My Social Security Number is

My Individual Tax Identification Number is

My Alien Registration Number (A#) or I-94 Number is

My Date of Birth is

I state under penalty of perjury under the laws of Oklahoma the foregoing is true and correct and I have read and understand this form and executed it in my hand.

First and Last name

Date

**Electronic Signature**

## Step 19

 **Oklahoma Taxpayer Access Point**

### New Business Registration

Home > New Business Registration

OKTAP FAQ & OTC FAQs [Contact Us](#)

9. Sales Tax Account List > 10. Sales Tax Information > 11. Summary > 12. Web Logon > 13. Affidavit > 14. Signature

### Signature

**Signature**

I, the undersigned applicant or authorized representative, or if a corporation, a responsible corporate officer for the reporting and remitting of taxes, declare under the penalties of perjury that I have examined this application and attachments and to the best of my knowledge the facts set forth are true and correct, and that the requirements hereunder will be carried out in accordance with the laws of the State of Oklahoma and the rules and regulations of the Oklahoma Tax Commission. I further acknowledge and agree that sales, withholding and motor fuel taxes are trust funds for the State of Oklahoma and that any use of these trust funds other than the timely remittance to the State of Oklahoma is embezzlement and can result in criminal prosecution.

First and last name

Date

**Electronic Signature**

# NOTES



*The Choctaw Nation of Oklahoma takes considerable pride in helping our communities achieve sustainable long-term growth.*

The Tribe has worked closely with local leaders and investors to attract industry and retail, increase tourism, assist existing businesses with expansion, and provide Tribal business support for Chahtapreneurs through our Choctaw Small Business Development program. We are committed to building rural America and take great pride in our past, incessantly work to improve our present, and look ahead for opportunities that connect people in meaningful ways.

transportation, education, healthcare, housing, tourism, and business and economic development. The Choctaw Nation is passionate about creating jobs, improving outcomes, and building workforce development initiatives, along with enhancing the economic vitality and sustainability of our communities and helping a diverse array of businesses thrive. We are Choctaw proud and continue serving as an enduring tribe that partners with our neighbors, businesses, and communities to bring positive change for the future.

Our quality of life begins with livability and we recognize the need for continual advancement, particularly in the areas of

To learn more, visit [GrowChoctaw.com](http://GrowChoctaw.com).

CHOCTAW COMMUNITY PARTNER FUND

Year-to-date, the Choctaw Nation has contributed

**\$1.1 Million to Cities & Counties**

within southeast Oklahoma

JOBS PROVIDED

The Choctaw Nation has over

**10,860  
Employees**

BUSINESS RECRUITMENT

The Choctaw Nation partnered with the city of Durant and ODOC in recruiting CMC Commercial Metals Company, Inc., resulting in a

**\$300,000,000 CAPITAL INVESTMENT AND THE CREATION OF 240 NEW JOBS.**

SMALL BUSINESS DEVELOPMENT

**729**

TOTAL JOBS CREATED

**264**

TRAINING EVENTS

**86**

BUSINESS EXPANSIONS

BUSINESS EXPANSION

AN INVESTED **\$500,000,000** WILL BRING OVER **1,000 JOBS** TO OKLAHOMA IN 2021



**Choctaw Nation of Oklahoma**

◆ TOGETHER WE'RE MORE ◆

# SMALL BUSINESS DEVELOPMENT SERVICE AREA

580.924.8280

[smallbusiness@choctawnation.com](mailto:smallbusiness@choctawnation.com)



## Choctaw Nation

Small Business Development

FAITH ♦ FAMILY ♦ CULTURE