



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone: (847) 368-5560
Fax: (847) 368-5975

RESOURCES FOR BUSINESSES



► Choose a Business Name

If you conduct business in Illinois under an assumed or corporate name, file for a certificate with the county. Lists of current business names and how to register can be obtained the following ways:

Online:

<http://www.cookcountyclerk.com/vitalrecords/busnamereg/pages/default.aspx>

<http://cookcountyclerk.com/vitalrecords/busnamereg/Pages/Step1-Application.aspx>

In-person or by phone:

Assumed Names
County Building
118 North Clark Street
Chicago, IL 60602
(312) 443-5652

► Incorporate Your Business

Decide (with the advice of an attorney) whether your business will be a Sole Proprietorship, Partnership, Limited Partnership or Corporation. If you incorporate or establish a Limited Partnership, you must register with the State of Illinois. You can register the following ways:

Online:

<https://www.illinois.gov/Business/Pages/registration.aspx>

In-person or by phone:

Secretary of State
69 West Washington Street
Chicago, IL 60602
(312) 793-3380

► Obtain Your Federal Identification Number

Corporations and Partnerships require Federal Employer Identifications Numbers (FEIN). A Sole Proprietorship may be able to use its Social Security Number. You can obtain your FEIN the following ways:

Online:

[http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

In-person or by phone:

Federal Taxpayer Service

(800) 829-1040

Federal Building

230 South Dearborn

Chicago, IL 60601

(312) 292-4912

Hours M-F 8:30 a.m. to 4:30 p.m.

Closed 11:30 a.m. to 12:30 p.m.

► Obtain your state sales tax number

If you will engage in a type of retail sales business, you must have a sales tax number (either an Illinois Business Tax number or a retailer's Occupational Tax number). You can obtain your sales tax number the following ways:

Online:

<http://www.revenue.state.il.us/businesses/register.htm>

In-person or by phone:

Des Plaines

Maine North Regional Building

9511 Harrison Avenue

Des Plaines, Illinois 60016-1563

847-294-4200

8:30 am - 5:00 pm

► Contact the Arlington Heights Chamber of Commerce and/or the Central Business District Association for referrals and networking opportunities.

