

STATE OF NEVADA

ROSS MILLER
Secretary of State



SCOTT W. ANDERSON
*Deputy Secretary
for Commercial
Recordings*

OFFICE OF THE
SECRETARY OF STATE

Washoe County Business Entity Checklist

<http://www.co.washoe.nv.us>

The Secretary of State's office has gathered information from selected governmental agencies that may be helpful in determining the requirements for doing business in Nevada. **It is important to note that these checklists are for general information only and do not have the force or effect of Nevada law, regulation or rule.** Interested parties should ensure they have met all applicable laws and regulations in the appropriate jurisdictions and are encouraged to seek legal counsel for guidance.

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1. Business Entity Formation

Corporations, Limited Liability Companies, Limited Partnerships, Limited Liability Partnerships, Limited Liability Limited Partnerships and Business Trusts, are filed with the Secretary of State's office in the Commercial Recording Division. All of the necessary forms can be found on the Secretary of State's website, www.nvsos.gov, or they may be picked up at any of the following office locations.

Office of the Secretary of State - Commercial Recordings Offices

Please visit our web site for forms, filing information and more at: www.nvsos.gov.
Email: sosmail@sos.nv.gov

Carson City
202 N. Carson St.
Carson City, Nevada 89701
(775) 684-5708
(775) 684-5725 Fax

Las Vegas
(Expedite services only)
555 E. Washington Ave., Ste. 4000
Las Vegas, Nevada 89101
(702) 486-2880
(702) 486-2888 Fax

There may be some instances when a regulatory state agency will need to be contacted before filing with the Secretary of State. If it appears from the name and/or purpose of the entity being formed that it is to be regulated by the Financial Institutions Division, Insurance Division, State Board of Professional Engineers and Land Surveyors, State Board of Accountancy or Real Estate Division, the application will need to be approved by the regulating agency before it is filed with the Office of the Secretary of State. If approval is not required then a letter of exemption may be required. Please review the following list of regulatory agencies to determine if prior approval or exemption is required.

2. State Regulatory Agencies

Accountancy, Nevada State Board of

1325 Airmotive Way
Suite #220
Reno, Nevada 89502
(775) 786-0231
(775) 786-0234 Fax
Email: cpa@nvaccountancy.com
www.nvaccountancy.com

Architecture, Interior Design and
Residential Design, Nevada State Board of

2080 E. Flamingo Rd., Ste. 120
Las Vegas, Nevada 89119
(702) 486-7300
Email: nsbaidrd@nsbaidrd.nv.gov
www.nsbaidrd.state.nv.us

Bar, State of Nevada

600 E. Charleston Blvd.
Las Vegas, Nevada 89104
(702) 382-2200
Email: marcm@nvbar.org
www.nvbar.org

Engineers & Land Surveyors, Nevada
Board of Professional

1755 E. Plumb Lane, Ste. 135
Reno, Nevada 89502
(775) 688-1231
Toll Free in Nevada only (800) 728-
2632
(775) 688-2991 Fax
Email: board@boe.state.nv.us
www.boe.state.nv.us

Financial Institutions, Nevada Division of
(A Division of the Department of Business &
Industry)

1179 Fairview Dr., Ste. 201
Carson City, Nevada 89701
(775) 684-1830
(775) 684-1845 Fax
Email: fid.state.nv.us
www.fid.state.nv.us

Insurance, Nevada Division of
(A Division of the Department of Business &
Industry)

Carson City Office
788 Fairview Dr., Ste 300
Carson City, Nevada 89701
(775) 687-4270
(775) 687-3937 Fax

Las Vegas Office
2501 E. Sahara Ave., Ste. 302
Las Vegas, Nevada 89104
(702) 486-4009
(702) 486-4007 Fax
Email: insinfo@doi.state.nv.us
www.doi.state.nv.us

Medical Examiners, Nevada State Board of

1105 Terminal Way, Ste. 301

Reno, Nevada 89502

Or

P.O. Box 7238

Reno, Nevada 89510

(775) 688-2559

Toll Free in Nevada only (800) 890-8210

(775) 688-2321 Fax

Email: nsbme@medboard.nv.gov

www.medboard.nv.gov

Mortgage Lending Division – Licensing
Office, Nevada (A Division of the Department
of Business & Industry)

400 W. King St., Ste. 101

Carson City, Nevada 89703

(775) 684-7060

(775) 684-7061 Fax

Email: vdunmore@mld.nv.gov

www.mld.nv.gov

Post Secondary Education, Nevada
Commission on

1820 E. Sahara Ave., Ste. 111

Las Vegas, Nevada 89104

Email: dperلمان@cpe.state.nv.us

Real Estate Division- Licensing, Nevada
(A Division of the Department of Business &
Industry)

Carson City Office

788 Fairview Dr., Ste. 200

Carson City, Nevada 89701-5453

(775) 687-4280

(775) 687-4868 Fax

Las Vegas Office

2501 E. Sahara Ave., Ste. 102

Las Vegas, Nevada 89104-4137

(702) 486-4033

(702) 486-4275 Fax

Email: realest@red.state.nv.us

www.red.state.nv.us/licensing.htm

Ombudsman, Office of, Nevada Real Estate
Division - Common- Interest Communities and
Condominium Hotels (A Division of the
Department of Business & Industry)

2501 E. Sahara Ave., Ste. 202

Las Vegas, Nevada 89104

(775) 486-4480

Toll Free (877) 829-9907

(702) 486-4520 Fax

Email:

CICOmbudsman@red.state.nv.us

www.red.state.nv.us

Additional Agencies:

For a list of all Nevada State Government agencies please go to:

www.nv.gov

Gaming Commission and State Gaming
Control Board, Nevada

www.gaming.nv.gov

Carson City

1919 College Parkway
Carson City, Nevada 89706

Or

P.O. Box 8003

Carson City, Nevada 89702-8003

(775) 684-7750 - Nevada Gaming
Commission

775) 684-7700 - State Gaming Control
Board

Elko

557 West Silver Street, Suite 207

Elko, NV 89801

(775) 738-7191

(775) 738-3608 Fax

Laughlin

3650 South Pointe Circle Ste 203

Laughlin, NV 89029

Or

P.O. Box 31109

Laughlin, NV 89028

(702) 298-0669

702) 298-6049 Fax

Las Vegas

555 E. Washington Ave., Ste. 2600

Las Vegas, Nevada 89101

(702) 486-2000

(702) 486-2045 Fax

Reno

6980 Sierra Center Pkwy., Ste. 120

Reno, Nevada 89511

(775) 823-7240

(775) 823-7272 Fax

Contractors Board, Nevada State

www.nvcontractorsboard.com

Henderson

2310 Corporate Cir., Ste. 200

Henderson, Nevada 89074

(702) 486-1100

(702) 486-1190 Fax

Reno
9670 Gateway Dr., Ste. 100
Reno, Nevada 89521
(775) 688-1141
(775) 688-1271 Fax

Labor Commission, Nevada Office of
www.laborcommissioner.com

Carson City
Office of the Labor Commissioner
675 Fairview Drive Suite 226
Carson City, Nevada 89701
(775) 687-4850
(775)-687-6409 Fax
Email:
rgalvin@LaborComissioner.com

Las Vegas
Office of the Labor Commissioner
555 E. Washington Avenue Suite
4100
Las Vegas, Nevada 89101
(702) 486-2650
(702) 486-2660 Fax
Email:
rgalvin@LaborCommissioner.com

Taxation, Nevada Department of
www.tax.state.nv.us

Carson City
1550 College Parkway, Suite 115
Carson City NV 89706
(775) 684-2000
(775) 684-2020 Fax

Reno
4600 Kietzke Lane, Bldg L, Suite 235
Reno, NV 89502
(775) 688-1295
(775) 688-1303 Fax

Elko
1010 Ruby Vista Drive, Suite 102
Elko, Nevada 89801
(775) 753-1115
(775) 778-6814 Fax

Las Vegas

Grant Sawyer Office Building
555 E. Washington Ave, Suite 1300
Las Vegas, Nevada 89101
(702) 486-2300
(702) 486-2372 Fax

Reno

4600 Kietzke Lane, Bldg L, Suite 235
Reno, NV 89502
(775) 688-1295
(775) 688-1303 Fax

4. Federal Employer Identification Number - EIN

The employer identification number or (EIN) is obtained through the Internal Revenue Service. This number is used as a federal taxpayer identification number. You must have an EIN to do business in the state of Nevada, this includes Sole Proprietors if they pay wages to one or more employees or file any excise tax returns.

Internal Revenue Service - (800) 829-4933

Or use their online services, www.irs.gov/smallbiz

5. State Business License

The Nevada State Business License is required of all persons or entities conducting business in the State of Nevada and is in addition to any other licenses or filing requirements that may be required at the state or local levels.

Effective October 1, 2009, filing and payment of the State Business License will be processed by the Secretary of State's office. Pursuant to AB 146 passed by the 2009 Nevada Legislature, the authority for the State Business License was transferred from the Department of Taxation to the Secretary of State. For entities that are required to file an initial or annual list of officers with the Secretary of State, you will be required to file for the State Business License at the time your list is due.

All other businesses such as sole proprietors or general partnerships doing business in Nevada will after October 1, file with the Secretary of State, a new application or renewal of their existing State Business License.

For State Business Licenses issued after October 1, 2009, please contact the Secretary of State:

Nevada Secretary of State Ross Miller

www.nvsos.gov

Carson City

202 N. Carson Street
Carson City NV 89701
(775) 684-5708
(775) 684-5725

Las Vegas

555 East Washington Ave.,
Suite 5200
Las Vegas, Nevada 89101
(702) 486-2880
(702) 486-2888

For inquiries regarding State Business Licenses issued by the Nevada Department of Taxation prior to October 1, 2009, please contact:

Nevada Department of Taxation

www.tax.state.nv.us

Carson City

1550 College Parkway, Suite 115
Carson City NV 89706
(775) 684-2000
(775) 684-2020 Fax

Elko

1010 Ruby Vista Drive, Suite 102
Elko, Nevada 89801
(775) 753-1115
(775) 778-6814 Fax

Henderson

2550 Paseo Verde, Suite 180
Henderson, Nevada 89074
(702) 486-2300
(702) 486-3377 Fax

Las Vegas

Grant Sawyer Office Building
555 E. Washington Ave, Suite 1300
Las Vegas, Nevada 89101
(702) 486-2300
(702) 486-2372 Fax

Reno

4600 Kietzke Lane, Bldg L, Suite 235
Reno, NV 89502
(775) 688-1295
(775) 688-1303 Fax

6. State Retail Sales Permit

The Nevada Department of Taxation is where you obtain a Retail Sales Permit. Each new business must check with the Department of Taxation to determine if it will need a resale permit, exemption certificate and/or is subject to a use permit.

Nevada Department of Taxation

www.tax.state.nv.us

Carson City

1550 College Parkway, Suite 115
Carson City NV 89706
(775) 684-2000
(775) 684-2020 Fax

Elko

1010 Ruby Vista Drive, Suite 102
Elko, Nevada 89801
(775) 753-1115
(775) 778-6814 Fax

Henderson

2550 Paseo Verde, Suite 180
Henderson, Nevada 89074
(702) 486-2300
(702) 486-3377 Fax

Las Vegas

Grant Sawyer Office Building
555 E. Washington Ave, Suite 1300
Las Vegas, Nevada 89101
(702) 486-2300
(702) 486-2372 Fax

Reno

4600 Kietzke Lane, Bldg L, Suite 235
Reno, NV 89502
(775) 688-1295
(775) 688-1303 Fax

7. State Gaming & Liquor Licenses

In order to operate a liquor or gaming business, a state and local business license must be obtained. For more information, please also contact the appropriate county and/or city office.

Nevada Gaming Commission and State Gaming Control Board Office locations:

Carson City
1919 College Parkway
Carson City, Nevada 89706

Mailing Address:
P.O. Box 8003
Carson City, Nevada 89702-8003

Phone Numbers:
(775) 684-7750 - Nevada Gaming Commission
(775) 684-7700 - State Gaming Control Board
(775) 684-7700 - Administration Division
(775) 684-7860 - Corporate Securities Division
(775) 684-7900 - Enforcement Division
(775) 684-7800 - Investigation Division
(775) 684-7770 - Tax & License Division
(775) 684-7700 - Technology Division
(775) 684-7704 - Administration Division, Personnel
(775) 687-6116 - TDD service

Fax Numbers:
(775) 687-5817 - Administration
(775) 687-1219 - Corporate Securities
(775) 684-5362 - Enforcement
(775) 687-1372 - Investigations
(775) 687-1287 - Legal
(775) 684-7787 - Tax & License
(775) 687-3940 - Training

Elko
557 West Silver Street
Suite 207
Elko, NV 89801

Phone Number:
(775) 738-7191 - Enforcement
Division
Fax Number:
(775) 738-3608 - Enforcement

Laughlin
3650 South Pointe Circle
Suite 203
Laughlin, NV 89029

Mailing Address:
P.O. Box 31109
Laughlin, NV 89028
Phone Number:
(702) 298-0669 - Enforcement
Division
Fax Number:
(702) 298-6049 - Enforcement

Las Vegas

Main Office Address & Mailing Address:
555 East Washington Avenue
Suite 2600
Las Vegas, NV 89101
Technology Division Lab Address & Mailing
Address:
750 Pilot Road
Suite H
Las Vegas, NV 89119

Phone Numbers:
(702) 486-2000 - State Gaming
Control Board
(702) 486-2000 - Administration
Division
(702) 486-2060 - Audit Division
(702) 486-2020 - Enforcement
Division
(702) 486-2260 - Investigation
Division
(702) 486-2008 - Tax & License
Division
(702) 486-2043 - Technology
Division Lab
(702) 486-2497 - TDD service
Fax Numbers:
(702) 486-2045 - Administration
(702) 486-3543 - Audit
(702) 486-2241 - Technology Lab
(702) 486-3727 - Tax & License

Reno

Office Address & Mailing Address:
6980 Sierra Center Parkway, Suite 120
Reno, NV 89511

Phone Numbers:
(775) 823-7200 - Audit Division
(775) 823-7250 - Enforcement
Division
(775) 823-7240 - Tax & License
Division
Fax Number:
(775) 823-7272 - Reno
Enforcement
(775) 823-7272 - Tax & License

8. State Employment Security Division

Registration for Unemployment Insurance - Generally, any employer who pays wages of \$225.00 or more during any calendar quarter for services performed in Nevada must register with ESD and pay unemployment insurance taxes on those wages.

Carson City

1320 South Curry Street
Carson, City NV
(775) 687-4540
Mail: 500 East Third Street
Carson City, NV 89713-0030

Reno

1325 Corporate Blvd.
Reno, NV 89502
(775) 688-2663

Las Vegas

1830 E. Sahara Ave, #202
Las Vegas, NV 89104
(702) 486-8222

Employment Services - Nevada Job Connect offices are located statewide and provide services including: recruiting, retention, training and retraining, and customized services for eligible veterans. There are also two tax credits available: the Work Opportunity Tax Credit and the Welfare to Work Tax Credit. Please contact the above ESD numbers or visit the website at www.nvdetr.org for more information.

Immigration Service – Within 72 hours of hiring a new employee, employers are required to obtain a completed, signed, witnessed, and dated I-9 Form. Please contact the Immigration and Naturalization Service for more information.

Reno
1351 Corporate Blvd.
Reno, NV 89502
(775) 784-5170 (Local)
(800) 375-5283 (National)
www.uscis.gov/portal/site/uscis

Immigration & Naturalization Service
3373 Pepper Lane
Las Vegas, NV 89120
(702)-451-3597
Forms Request: 1 (800) 870-3676

IRS W-4 Form - The law requires each employee hired to complete a W-4 Form. The W-4 Form tells the employer how many withholding allowances to use when the federal income tax is deducted from the employee's pay. Please contact the Internal Revenue Service for more information.

Internal Revenue Service
110 City Parkway
Las Vegas, NV 89106
(702) 868-5005

9. State Labor Laws

All employers must comply with Nevada's labor laws. A sign explaining these laws must be posted at the place of business. The Labor Commissioner's jurisdiction includes: Hours of service, working conditions, and compensation. For more information, please contact the state Labor Commissioner.

Labor Commission

675 Fairview Drive, Suite 226
Carson City, NV 89701
(775) 687-4850
(775) 687-6409 Fax
www.laborcommissioner.com

State Labor Commission

555 E. Washington Ave, Suite 4100
Las Vegas, NV 89101
(702) 486-2650

10. State Workers' Compensation

All employers are required to provide workers' compensation insurance for their employees. Contact your business insurance agent for further details.

Contact the Department of Business and Industry, Division of Industrial Relations, regarding workers' compensation insurance at (702) 486-2750.

11. County Assessor's Office

Assessor

1001 E. 9th
Reno NV 89512-2845
Or
P.O. Box 11130
Reno NV 89520-0027
(775) 328-2200
(775) 328-3641 Fax

12. County Building Permit

Building & Safety

Only a Nevada Licensed contractor may obtain a building permit for any commercial construction or multi-family residential construction per NRS 624.031.

Main office:

1001 East Ninth Street, Building A
Reno, NV 89512
(775) 328-2020
(775) 328-6132 Fax

Incline Village office:

855 Alder Avenue
Incline Village, NV 89451
(775) 832-4140
(775) 832-4164 Fax

13. County Business License

Washoe County

1001 E 9th Street, Reno NV 89512
(9th & Wells)
Or
PO Box 11130, Reno NV 89520
(775) 328-3733
(775) 328-6133 Fax

The cities of Reno and Sparks license separately.

City of **Reno** Business License
1 East First Street
Reno, NV 89501
(775) 334-2090

City of **Sparks** Business License
431 Prater Way
Sparks, NV 89431
(775) 353-2360

14. County Fictitious Firm Name

This is required for all businesses that plan to use a name that is different from their legal name. It is best to check with the county clerks or the local business licensing division to determine whether the desired name is available. Fictitious names are to be on file with the County Clerk of each county in which the

Clerk's Office

Reno
855 Alder Ave #104
Incline Village, NV 89451
(775) 832-4166

Incline Village

75 Court St.
Reno, NV 89502

corporation is operating.

(775) 328-3270

15. County Gaming & Liquor License

County

1001 E 9th Street, Reno NV 89512
(9th & Wells)

Or

PO Box 11130, Reno NV 89520
(775) 328-3733
(775) 328-6133 Fax

16. County Zoning

Building & Safety

Main office:

1001 East Ninth Street, Building A
Reno, NV 89512
(775) 328-2020
(775) 328-6132 Fax

Incline Village office:

855 Alder Avenue
Incline Village, NV 89451
(775) 832-4140
(775) 832-4164 Fax

17. Additional Websites

**Department Of Community Development – Main Washoe County Office/
Washoe County Business License/Assessor’s Office/Zoning Office/Liquor
License**

1001 East 9th Street, Bldg A, 2nd Floor
Reno, NV 89512
(775) 328-3733

Nevada Small Development Center (NSBDC)

For Services offered, visit:

www.nsbdcnep.org

(800) 882-3233 Toll free within Nevada
(775) 689-6688 from outside Nevada
(775) 689-6689 Fax

Southern Nevada Local:

(702) 866-5962

(702) 866-6800 Fax

EDAWN (Economic Development Authority of Western Nevada)

www.edawn.org

NNDA (Northern Nevada Development Authority)

www.nda.org