

General Requirements for Indiana Businesses



Name Registration

Sole Proprietor/Partnerships: You only need to register the business' name with the County Recorder if it differs from that of the sole proprietor or the partners.

Corporations: If the corporation is doing business under a name other than the name of the Articles of Incorporation, it must file the assumed business name with both the Secretary of State and the County Recorder.

Other General Requirements

- Obtain environmental and construction permits where applicable.
- Obtain all appropriate licenses from state, county and local offices/agencies. If you are unsure what specific licenses you need, contact your local SBDC.

Mandatory Posting Requirements

Effective October 1, 2000, criminal penalties and civil liability actions, including assessments up to \$10,000, may be assessed if an employer is found in violation of posting up-to-date labor posters.

Minimum Wage

Federal: Family and Medical Leave Act and Minimum Wage Act posters are mandatory. Your Rights under the Fair Labor Standards Act poster and Employee Polygraph Protection Act poster are only required in certain instances. Contact the Indiana Department of Labor office at 765-232-2673 to determine if these posters are required in your place of business.

State: Indiana Minimum Wage Law poster is needed by anyone not covered by Federal Minimum Wage and having two or more employees during any work week.

Equal Employment Opportunity/ Age Discrimination/Disability Act

Federal: The Law Poster is needed by private employers, state and local governments, and educational institutions; anyone holding federal contracts/subcontracts; or anyone receiving federal financial assistance.

State: Equal Opportunity in the Law poster is needed by state, political or civil subdivision; anyone employing 6 or more persons; labor organizations; or employment agencies.

Occupational Safety & Health

Federal: Occupational Safety and Health Act poster.

State: Safety and Health on the Job poster.

Choking Poster

While the American Red Cross First Aid poster is not required, it is a good poster for any food service business or employers with a cafeteria on site.

Child Labor

State: Notice of Minor Aged Employee (Form 158) must be posted with names and ages of minor employees (needed by employers of minors ages 14-18 years of age).

Unemployment Compensation

State: Indiana Employment and Training Services Act poster is needed by anyone with one or more employees in 20 different weeks or who paid \$1,500 or more in one quarter; employers of 10 or more people in agricultural labor for 20 or more weeks in the year, or who paid \$20,000 or more in one quarter; employers of domestic labor paid cash wages of \$1,000 or more in one quarter; and state and political subdivision and private schools.

Worker's Compensation

