

A Guide to Doing Business in Kansas

2019



*Prepared by
Kansas Global Trade Services*

*In association with
Wichita State University*

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Planning

- *Choose a business structure*
- *Form a plan*

Registration

- *Choose a business name*
- *Register your business entity*
- *Register for Federal Employment Identification Number*
- *Register for Kansas business taxes*

Visas & Immigration

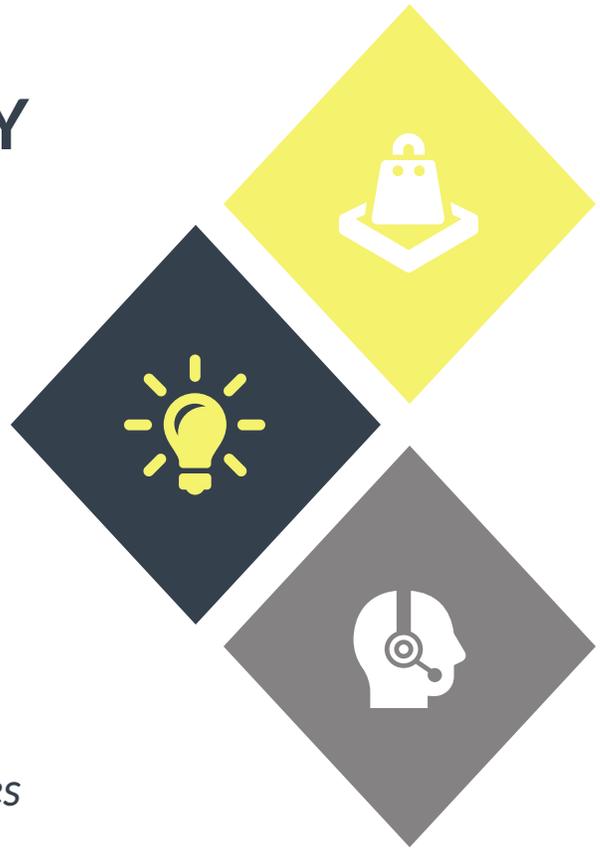
- *Choose the best visa for your situation*
- *Apply for a visa*

Additional Considerations

- *Register for permits or licenses as needed*
- *Apply for trademarks or service marks as needed*
- *Using applicable incentives programs*

Operations

- *Business support services*



Planning



Business Structures

Businesses can be organized in many ways. Each business structure has different advantages and disadvantages. Different variables will make one business structure more preferable than another one. These variables include what type of business you are conducting, what your insurance needs are, how many owners there are and what tax advantages you desire.

The four primary business structures consist of Sole Proprietorships, Partnerships, Limited Liability Companies and Corporations. There are different types of Partnerships and Corporations as well as alternative business structures like Nonprofits.

Click [here](#) to learn more about the advantages, disadvantages and tax implications associated with the various business structures.

Forming a Plan

Creating a business is exciting, but it is very easy to get ahead of yourself. The best thing to do is to form a rough outline of what your vision is for your business. The Small Business Administration has a template which is free to use. You can begin to fill it out [here](#).

Completing this document will help you pinpoint and realize the core characteristics of your business, helping you move through the process easier. You will want to fill out each section.

Registration

The Kansas Business Center

Kansas has a helpful tool known as the Kansas Business Center. Using this tool, you can acquire and submit the relevant and required documentation for getting your business started. You can register for an account [here](#).

Business Names

A business's name is one of its most valuable assets, so ensuring name availability is crucial in developing your business. While the state of Kansas does not have name registration, you can reserve a name for 120 days. Not all businesses are required to reserve their name, but this can be helpful if additional time is needed to complete the necessary paperwork. You can check name availability [here](#) and reserve your name [here](#).

Registering Your Business Entity

Now that you have made your business plan and selected a business structure which will best benefit you, you will need to register that business plan with the state of Kansas. You can do so [here](#).



Registration (continued)



Registering for Your Federal Employment Identification Number

Next you will want to get your employment identification number (EIN) from the federal government. This will allow you to report and pay the necessary taxes required by law.

You can find out the various ways to apply for your EIN [here](#). If you want to apply online, then you can do so [here](#).



Registering for Kansas Taxes

You will register for Kansas taxes through the Kansas Department of Revenue. You can create an account with them [here](#).

After you create an account, you will have to register for the taxes applicable to you and your business. This can quickly become an overwhelming process, and we strongly recommend reaching out to lawyers, accountants or [Network Kansas](#).

Once you know which taxes you need to register for, you can fill out the form [here](#).

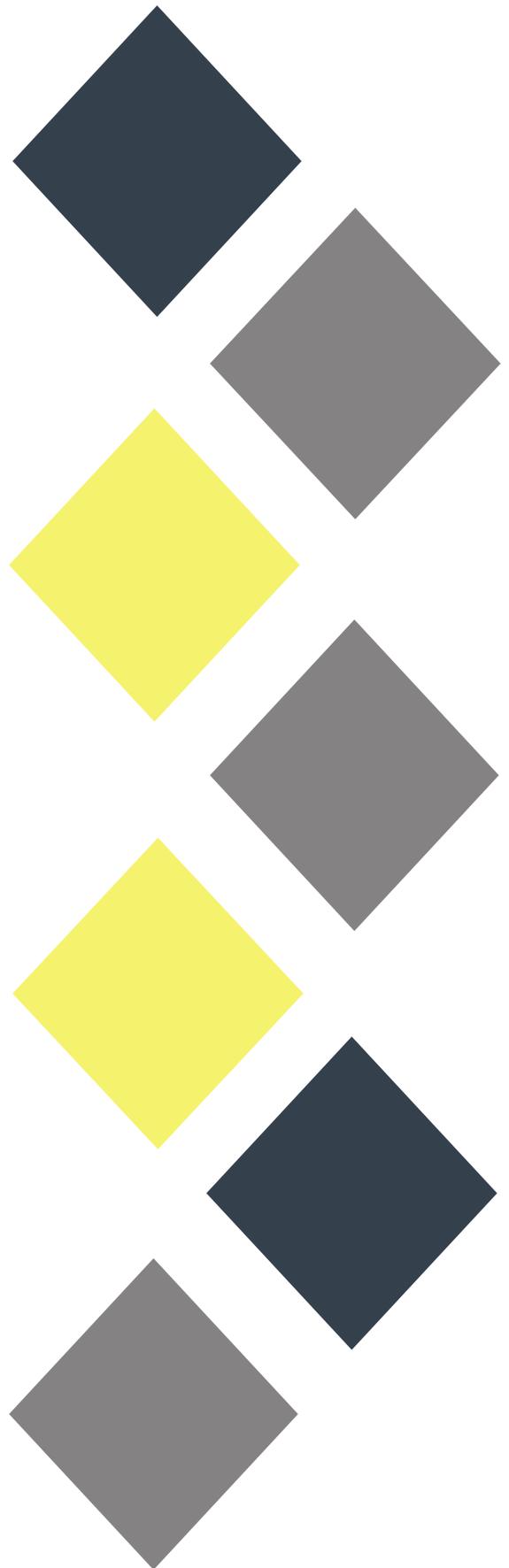


Visas & Immigration

First, you will want to review the types of visas which are applicable in your situation. While there can be many applicable ones, some have better advantages than others in different contexts. [Here](#) is a directory of the different visas available under the United States' immigration policy.

Additionally, you will want to consult an immigration lawyer. Having a lawyer will ensure that you receive the best applicable visa and that all the necessary information is submitted. You can reference lawyers in our [Service Provider Directory](#).

After you consult with a lawyer, you will go to a United States' embassy in your native country. You can apply for your visa there. You can see which U.S. Embassy is near you [here](#).



Additional Considerations

Considering Permits & Licenses

Not all businesses require a permit or license to operate. However, you must obtain a permit or license to operate your business if it is required by law. [Here](#) is a list of common licenses and permits required for Kansas businesses.

Considering Incentives

Kansas has 73 incentives—many more than most states. If you qualify for one, then it will act as a boost to your company. You can review the different incentives and see which apply to you [here](#). Incentives can also be offered at the local-level. Counties and cities can have their own incentive programs in accordance to what they value. Here is additional information for incentives in [Sedgwick County](#) and the [City of Wichita](#).

Considering Trademarks & Service Marks

Trademarks and service marks are important pieces of intellectual property that allow you to defend your intellectual property against those who could copy you.

Trademarks and service marks can be applied at the federal- or state-level. Registering at the state-level is typically easier and cheaper while registering at the federal-level ensures much more protection.

You can apply at the state-level [here](#). You can apply online at the federal-level [here](#).

Operations

Once you have applied and registered for all the necessary requirements and have your business up and running, you may run into some questions outside of your expertise as you go along. Luckily, Kansas Global has prepared a directory of businesses called the "Service Provider Network" which will be able to assist you in a range of different business support services. You can access the directory [here](#). Whether it be proprietary research or a simple referral, [Kansas Global Trade Services](#) is able to assist you in any way possible.

Kansas Global Trade Services

800 E. First Street, Suite 200
Wichits, KS, USA 67202
+1 (316) 264 - 5982

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Business Structures

<https://portal.kansas.gov/business/structure/>

Forming a Plan

<https://www.sba.gov/tools/business-plan/1>

The Kansas Business Center

<https://www.kansas.gov/businesscenter/index.html>

Business Names

<https://www.kansas.gov/businesscenter/index.html?appid=2&submit=Search>

<https://www.kansas.gov/businesscenter/secure.html?appid=2>

Register Your Business Entity

<https://www.kansas.gov/businesscenter/secure.html?appid=2&submit=aoi>

Registering for Your Federal Employment Identification Number

<https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Registering for Kansas Taxes

<https://www.kdor.ks.gov/Apps/kcsc/Secure/BTRStart.aspx>

<https://www.networkkansas.com/>

<https://www.kdor.ks.gov/Apps/kcsc/Secure/BTRStart.aspx>

Visas & Immigration

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/all-visa-categories.html>

<https://www.usembassy.gov/>

Considering Permits & Licenses

<https://portal.kansas.gov/business/license-permits/>

Considering Incentives

<https://www.kansascommerce.gov/programs-services/business-services/>

<https://www.sedgwickcounty.org/finance/economic-development/economic-development-incentive-policy/>

<https://www.wichita.gov/Economic/Pages/Programs.aspx>

Considering Trademarks & Service Marks

https://www.kssos.org/forms/business_services/TSA.pdf

<https://www.uspto.gov/trademarks-application-process/filing-online>

Operations

<https://www.kansasglobal.org/resources/>

<https://www.kansasglobal.org/>