

Step 1: [Complete Business Formation](#)

Step 2: Develop a Doing Business As (DBA) - Optional*

Step 3: [Create an Employer Identification Number \(EIN\)](#)

Step 4: Register for New Jersey Tax and Employer Purposes

Complete Business Formation:

- Choose business type: LLC
- Business Name: We typically use the Street Address ONLY (i.e. 123 Main St)
- If name doesn't work, add the city and state as well
- Choose Business Designation: "LLC"
- Continue
- At this point you create an EIN

Obtain an EIN from the IRS

- Read the Directions: Click Apply Online Now
- Read the Directions: Click Begin Application >>>
- What Type of Legal Structure is Applying for an EIN? Choose LLC
- Read the Directions: Click Continue
- How Many Members Are in the LLC? *Ask Sunny
- Please select the state the business is located: NJ, confirm with Sunny
- Click Continue>>>
- Please confirm your selections: Click Continue >>>
- Why is the LLC requesting an EIN? Started a New Business
- Responsible Party of the LLC: Sunny Shakhawala, (SSN) I enter my personal information because I am one of the owners, members, or the managing member of this LLC.
- Click Continue>>>
- Where is the LLC physically located? I enter our office address - Confirm w Sunny*
- Do you have a different address where you want mail to be sent? Select No.
- Tell us about the LLC: Copy and Paste name from Business Formation Website
- Trade Name: Leave Blank
- County where LLC is Located: Morris
- State where LLC is located: NJ
- State/Territory where articles of organization are (or will be) filed: NJ
- LLC Start Date: Current Month / Current Year
- Tell us more about the LLC: Read Directions - I select NO to all questions
- Click Continue >>>
- What does your business do? I select Real Estate
- Click Continue >>>
- You Have Chosen Real Estate: I rent or lease property that I own.
- Click Continue >>>
- You Have Chosen Real Estate: Rental Property. I rent residential real estate.
- Click Continue >>>

- How would you like to receive your EIN confirmation Letter? I select Receive Letter Online
- Click Continue>>>
- Summary of your information - Reread everything.
- Click Submit
- Download your EIN.pdf and save it somewhere you won't lose it. I use Google Drive and also email it to myself
- Return to Complete Business Formation Page

Complete Business Formation

- Business Information: Enter EIN (without dashes)
- NAICS is optional. I don't fill this out
- Duration is optional. I don't fill this out
- Effective Date: Today
- Click Continue
- Business Purpose: I enter: "Real Estate: Rental Property. I rent residential real estate."
- I do not upload any documentation
- Click Continue
- Main Business Address: I use office address
- Click Continue
- Registered Agent: Click on "Enter a Registered Agent / Office"
- I use myself
- Click Continue
- Members / Managers: Add all members & managers

Name:	Sunny Shakhawala
Address 1:	55 US 46 E
City:	Pine Brook
State:	New Jersey
Zip Code:	07058

- Click Continue
- Other Provisions/Additional Information - Do not enter dissolution date
- Click Continue
- Signatures: I add myself as signer
- Check Box next to my name
- Click Continue
- Review
- Click Continue
- Additional Certificates and Certified Copies
- Official Authenticated Formation Document only
- Contact Information: I use my contact info

- Payment: I use e-check because it's slightly cheaper than credit card
- Pay Now
- Download Business Formation Document!!! Save it in a safe place
- Click Continue Registering

Register for New Jersey Tax and Employer Purposes

**NOTE: Most things here should be prepopulated. Just double check the inputs.*

- Business Identification
- Enter Entity ID from Business Formation Document
- Enter EIN from EIN Document
- Click Continue
- Business Data: Enter Business Name and Today's Date
- Will This be a Year Round Business? Yes
- Click Continue
- Enter Main Business Address
- Attention To: Sunny Shakhawala
- Click Continue
- Ownership Type: I select LLC (1065) - * confirm with Sunny (Talk to your accountant)
- Last month of fiscal year: I select December
- Are you registering because you have a NJ resident as a Partner(s) for an out of state Partnership?* - Select No
- Is this business a subsidiary of another corporation?* - Select No
- Owner/Partner/Responsible Officer Details - Add Contact Info for all Owners / Members
- Click Continue
- New Jersey Business Code* - I use 2733 (Service) - Real Estate
- Principal Product or Service: Residential Rental Real Estate
- Type of Activity: Residential Rental Real Estate
- Standard Industrial Code - Leave Blank - Not Required
- NAICS Code - 531110 – Lessors of Residential Buildings and Dwellings.
- Number of Workers in NJ - 0
- Click Continue
- Employment Activities - Select No to All
- Click Continue
- Taxable Business Activities - Select No to All
- Click Continue
- Contact Information - Enter preferred contact info
- Click Continue
- Review - Read everything over twice
- Check: I confirm the 'Yes/No' answers above accurately reflect my employment activities at the time of my business registration or date of my first wage payment. I understand that I will be required to submit New Jersey payroll tax filings for activities that show a 'Yes.' *

- Check: I confirm the 'Yes/No' answers above accurately reflect my business activities that are subject to New Jersey taxes. I understand that I will be required to submit tax returns and payments for all activities that show a 'Yes.' *
- Check: I declare, under penalty of perjury, that to the best of my knowledge and belief, all the information provided in this registration is true, correct, and complete. *
- Name of Authorized Representative: Enter Name
- Click Complete Registration
- Download Business Registration Document