

Thank you for filing with the Business Services Division!

We hope you enjoyed your experience.

Throughout the lifecycle of your business, you may need or choose to update specific information recorded in Rhode Island's Trade Name Database. This may include:

- Changing your business purpose (NAICS code).
- Updating your business address.
- Changing your trade name's primary contact.
- Changing your business's legal structure.
- Changing your business's name.



The forms you will need to update your trade name's record will depend on your specific scenario. The RI Department of State offers resources to help you locate the appropriate forms, and you are always welcome to contact the Business Services team to discuss your options with a member of our staff.



148 W. River St.
Providence, RI 02904
M-F 8:30AM - 4:30PM



401-222-3040



corporations@sos.ri.gov



sos.ri.gov/divisions/business-services



Tuesday and Thursday Mornings
starting at 8:40AM



I just registered my trade name with the RI Secretary of State's Office... What's next?

1

Confirm your filing.

You will receive an email confirmation once a filing has been accepted on behalf of your trade name. You can use the RI Trade Name Database to view and obtain evidence of a successful filing.



To search the RI Trade Name Database, scan the QR code to the left with your mobile device or [click here](#).

- Enter the registered trade name and click "Search".
- Click on your trade name, scroll down, and select "View Filings".
- Click on the name of the document you wish to view under the "Name of filing" column on the left-hand side of the page.

2

Obtain a Federal Employer Identification Number (EIN) if desired.

An EIN is a nine-digit number assigned by the IRS to identify your business. Here's what you should know:

- Trade names are not required to obtain an EIN, but if you incorporate or plan to hire employees you must obtain one.
- Applying for an EIN is FREE and takes only minutes.
- Once an EIN is assigned to your business, you may be able to use it in place of your personal SSN/ITIN to open a business bank account, file corporate taxes, and complete employment paperwork.
- There are many websites that try to trick you into paying for an EIN. You should only apply for an EIN directly through IRS.gov.

Apply for your FREE EIN by visiting [IRS.gov](https://www.irs.gov) or scanning the QR code to the left.



3

Create a personalized business checklist with the RI Business Assistant.

The RI Business Assistant is a free, interactive tool for business owners to create a customized checklist of legal requirements and support resources tailored to their specific needs.

Scan the QR code to the left with your mobile device or [click here](#) to get started.

- **The RI Business Assistant will create a customized checklist of:**
 - Required applications for licensing and registration
 - Estimated costs & fees
 - Laws and regulations
 - Support organizations to help your business thrive

4

Schedule a Virtual Office Hours Appointment.

RI Business Services offers FREE Virtual Office Hour Appointments each Tuesday and Thursday morning. You can meet with a member of our staff in a virtual one-on-one setting and ask questions about amending your trade name record, professional licensing, sales tax, support resources, and more.

Scan the QR code to the left or [click here](#) to book an appointment.

Business Services offers the following appointment types:

- Starting a Business
- Starting a Non-Profit Corporation
- Reinstating a Business
- Closing a Business



Municipal Offices - City/Town Zoning Board, Board of Licensing, Economic Development Offices, Tax Assessors

Rhode Island's 39 cities and towns each have their own requirements for what a new business has to do. The city or town that you plan to conduct business in may require you to do any of the following *before* you start conducting business:

- Obtain approval from the Zoning or Planning Board for the space you intend to conduct business in, even if that space is your home.
- Obtain licensing such as liquor licenses, laundry licenses, food licenses, or pawnbroker licenses, for example.
- Understand your municipal tax obligations by contacting the Tax Assessor.
- Register the business with the City/Town Clerk's Office.
- Contact the Economic Development Office or similar body to access municipal resources to assist you and your business.

Rhode Island State Offices

Rhode Island Department of State, Business Services Division

Rhode Island's business registry. The Business Services Division records new business formations and trade name registrations and tracks statutory compliance as mandated, offering educational and support resources for businesses and non-profits.

With this office, your trade name **must** file a free annual renewal between Sept. 1 and Nov. 30 each year.

Rhode Island Department of Revenue, Division of Taxation

Rhode Island's tax administrator.

With this office, your trade name **must** report and pay income taxes on income generated by your business activity and maintain a retail sales permit to make sales at retail, filing monthly sales tax returns as required.

Federal Offices

U.S. Department of the Treasury, Internal Revenue Service (IRS)

The United States tax administrator.

With this office, your trade name **must** report and pay income taxes on income generated by your business activity. If you plan to hire employees, you will be required to obtain a free Employer Identification Number (EIN) for your trade name.





Mapping the Rhode Island Business Landscape



Rhode Island Professional Licensing & Registry Offices

Depending on the type of business you wish to conduct, you may need to obtain professional licensing from one or more RI State Agencies. Review the list below or use our RI Business Assistant tool to determine which agencies to contact.

RI Department of Health (RIDOH)

- Food safety managers, processors, services
- Healthcare licenses including naturopathic medicine and medspas
- Adult day care
- Athletic trainers
- Cosmetology including tattooing, piercing, and hairdressing/barbering
- Property safety including asbestos, lead, and radon professionals
- Short term rental property

RI Department of Business Regulation (DBR)

- Contractors
- Accountants
- Banking, securities, and charitable organizations
- Insurance professionals
- Real estate appraisers and brokers
- Solar retailers
- Food trucks
- Auto salvage and repair
- Liquor sales
- Health clubs
- Professional engineers, architects, and land surveyors

RI Department of Labor and Training (DLT)

- Electricians, plumbers, refrigeration specialists, sprinklers and fire protection, hoisting engineers
- Alarm systems technicians
- Telecommunications
- Elevator, boiler, and pressure vessel technicians

RI Department of Environmental Management (DEM)

- Farms, nurseries, apiaries, pesticide applicators, and animal care
- Wastewater and hazardous waste disposal
- Boat registration and fishing and hunting licenses

RI Attorney General's Office

- Precious metals and jewel sales
- Health clubs
- Telemarketers and solicitors
- Security guard businesses

RI Department of Education (RIDE)

- K-12 schools

RI Department of Children, Youth, and Families (DCYF)

- Daycare and childcare (including after-school K-12 programs)

RI Office of the Postsecondary Commissioner (RI OPC)

- Accredited institutions and academies
- SARA institutions for distance learning

Division of Public Utilities (DPUC)

- Transportation of goods
- Transportation of passengers

RI State Council on the Arts (RISCA)

- Film & TV Office
- Artistic works sales tax exemption



Unincorporated
Trade Name

Adventurer Jane



- Doing business as “Adventurer Jane,” Jane conducts a mission to recover hidden treasure from a cave.
- Jane has personal risk of injury.
- If Jane were to die during the mission or give up before it was completed, the mission would be over.
- Jane can ask people for help and additional resources to complete the mission based only on her reputation, or she can attempt to reach the goal using only the supplies she has on hand.

Unincorporated businesses include:

- **Sole Proprietorships**
- **General Partnerships**

These are commonly referred to as “DBAs” (doing business as).



This information is offered as a public service and should not be used as a substitute for professional advice. There are many factors that should be taken into consideration when choosing a business structure, most of which aren’t listed here. This decision should be made after careful deliberation and with the advice of a qualified attorney and/or CPA.

Incorporated
Business Corporation

Robot Missions Inc.



- Doing business through Robot Missions Inc., Jane uses a remote-controlled robot to recover hidden treasure from a cave.
- Jane is safe from injury while the robot travels through the cave. If the robot gets damaged, Jane will not be personally injured.
- If Jane decides to quit running the mission, someone else can take over the controls.
- The robot may attract the attention of sponsors that will provide resources to help the mission reach its goal.

Incorporated businesses include:

- **Limited Liability Companies (LLCs)**
- **Business Corporations**
- **Limited Partnerships (LPs and LLPs)**
- **Non-Profit Corporations**

Go to sos.ri.gov/divisions/business-services to learn more.



Understanding Liability

Essential considerations for any business owner.



Unlike incorporated entities such as LLCs and business corporations, trade names are one and the same with their owners, which means that they don't offer business owner(s) limited personal liability for debts incurred by or legal claims lodged against the business. For some business owners, this might not be a concern. If you're conducting business that has inherent risk involved, you might consider purchasing liability insurance for your registered trade name, and/or eventually incorporating your business.

Think about the services and/or products you plan to sell. The following scenarios may help you anticipate your own personal liability risk.

Scenario one: You'd like to offer consulting services. You're not selling a physical product, so there should be no risk of bodily injury to your customers. However, if you offer private sessions out of your home, you run the risk of a customer getting injured on your property, putting your personal assets at risk in the event of a lawsuit.

Scenario two: You're going to start a landscaping business. If you damage a client's property while performing your landscaping services and they file a lawsuit to repair those damages, you may have to pay for those damages from your personal savings.

Ask yourself: what do I have to lose by conducting business under a trade name? Am I willing to risk potential personal liability for damages caused by my business activity, however unlikely or nominal those damages may be?

There are many factors that should be considered when thinking about the right business structure for your venture. Ultimately, this important decision should be made after careful consideration and with the advice of a qualified corporate attorney and/or CPA.

Decided to incorporate? Contact us to learn how.



Mon - Fri 8:30am - 4:30pm



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Book a FREE virtual appointment at sos.ri.gov



RI Business Services

Disclaimer

The content contained herein is offered as a public service and should not be used as a substitute for legal, financial or tax advice from an attorney or certified public accountant.

NAICS CODES

North American Industry Classification System (NAICS) Codes are six digit codes that all businesses and non-profits must record when filing an annual report or renewal with the RI Department of State. NAICS codes are not assigned and must be selected carefully by each entity.

Why are NAICS codes important?

NAICS codes are used to categorize a business or non-profit's primary purpose or activity. Accurate NAICS codes help us to better understand the industries that make up our state's vibrant business/non-profit communities and provide **targeted support resources** to help them thrive.

Failure to list an accurate NAICS code could mean missing out on support resources including **access to funding, talent and workforce**, and **business-to-business networking** opportunities.

Plus, your trade name's NAICS code helps determine eligibility for a wide variety of contract solicitations, tax incentives, and grant/loan programs.

How can I find the best NAICS code for my trade name?

Go to [census.gov/naics/](https://www.census.gov/naics/) to search the NAICS code index by keyword or two digit sector code from the list below.

Although it can be updated in your trade name's records, do your best to identify the NAICS code that best describes your business's *primary* purpose or activity for your annual renewal.

The required 6-digit NAICS code begins with a 2-digit sector code.

Find your 4 remaining digits on [census.gov/naics/](https://www.census.gov/naics/)

Common sector codes

- | | |
|---|---|
| 11 - Agriculture, Forestry, Fishing and Hunting | 54 - Professional, Scientific, and Technical Services |
| 23 - Construction | 55 - Management of Companies and Enterprises |
| 31-33 - Manufacturing | 56 - Waste Management and Remediation Services |
| 42 - Wholesale Trade | 61 - Educational Services |
| 44-45 - Retail Trade | 62 - Health Care and Social Assistance |
| 48-49 - Transportation and Warehousing | 71 - Arts, Entertainment, and Recreation |
| 51- Information | 72 - Accommodation and Food Services |
| 52 - Finance and Insurance | |
| 53 - Real Estate and Rental and Leasing | |



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