



Basic Requirements for Establishing a Business in Louisville and Jefferson County, Kentucky

To establish a business in Louisville and Jefferson County, Kentucky, assistance may be obtained from the following agencies:

For information on corporations, general partnerships, limited partnerships, foreign corporations:

Kentucky Secretary of State
Corporate Filings
The Capitol Building
700 Capital Avenue, Suite 152
Frankfort, KY 40601
(502) 564-2848

To obtain employer identification number (applies to all businesses):

U.S. Internal Revenue Service
601 West Broadway
Louisville, KY 40202
1-800-829-3676

For information on sales and use tax, withholding tax, corporation tax, and workers' compensation:

Kentucky Department of Revenue
620 South Third Street
Suite 102
Louisville, KY 40202
(502) 595-4512

To establish state unemployment insurance account:

Division of Unemployment Insurance
CHR Building
275 East Main Street
Second Floor
Frankfort, KY 40621
(502) 564-6835

To establish account for reporting occupational license fees:

City of Louisville:
Metro Revenue Commission
101 South Eighth Street
Louisville, KY 40202
(502) 574-4860

City of Jeffersontown:
Jeffersontown City Hall
10416 Watterson Trail
Jeffersontown, KY 40299
(502) 267-8333

City of St. Matthews
3940 Grandview Avenue
St. Matthews, KY 40207
(502) 895-9444

City of Shively:
3920 Dixie Highway
Shively, KY 40216
(502) 449-5000

6. To register a business name and file corporation papers in Jefferson County:

Jefferson County Clerk
Legal Records Division
Room 204
Jefferson County Courthouse
527 West Jefferson Street
Louisville, KY 40202
(502) 574-5785

To determine if your business requires any special permits or licenses, call:

Business Information Clearinghouse
Capitol Plaza Tower
22nd Floor
Frankfort, KY 40601
1-800-626-2250 (In Kentucky Only)
(502) 564-4252

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