

Business Startup Checklist

After you evaluate your business idea, determine startup costs and research the market, you'll be ready to take on the next steps to starting your business.

STEPS	
	Prepare a <u>Business Plan</u> that outlines your business goals, operating procedures, competitors, as well as the company's current and desired funding. (Request Free Template from us)
	<u>Incorporate your business or form an LLC</u> in the state you wish to create an entity. It provides the owner with personal asset protection from the debts and liabilities of the company.
	<u>Obtain your federal tax identification number</u> (also called employer identification number or EIN). It's used by the IRS to identify your business for all taxation matters. www.IRS.GOV
	<u>Register (within 90 days with BOI)</u> / Get your FinCen ID and Report Your Business https://www.fincen.gov/ : *Visit our website, if need help with this.
	<u>Obtain a state tax identification number</u> . Contact your state's taxation department to determine whether your state of formation imposes this requirement. (A fee may be associated with this request)
	<u>Obtain the necessary permits</u> . Licenses may be required by your city, municipality, county and/or state. Contact your secretary of state and local government to ensure you meet any requirements.
	<u>Select an accountant and attorney</u> you can turn to for advice when starting out, as well as throughout the life of the business
	<u>Open a business bank account</u> and obtain a business credit card. Contact your bank about business banking requirements to ensure you have all the necessary paperwork.
	<u>Set up your business accounting/bookkeeping</u> . Be prepared to account for all disbursements, payments received, invoices, accounts receivable/payable, etc.
	<u>Obtain business insurance</u> . Discuss your particular industry and business needs with your insurance agent to obtain the appropriate type and amount of insurance.
	<u>Apply for your Duns #</u> / For business credit purposes www.dnb.com
	<u>Check to see what your industry code is (Naics Code)</u> https://www.naics.com/search/
	<u>Register your business with SAM.GOV</u> (A must if ever seeking funding & certifications)
	<u>Ensure you comply</u> with government requirements (e.g., unemployment insurance, worker's compensation, OSHA, payroll tax requirements, self-employed taxes, etc.).
	<u>Determine your business location and take these steps:</u> <ul style="list-style-type: none"> - Home-based: Check local zoning requirements - Other location: Lease office or retail space and obtain the necessary furniture, equipment and supplies.
	<u>Create any necessary contracts, service agreements and invoices</u> so you can easily bill customers, track payments and keep records. (we offer assistance with this)
	<u>Obtain business financing</u> .
	<u>Create a logo, business cards, letterhead, envelopes, etc., to build business identity</u> .
	<u>Secure your company's domain name</u> with a registration website Create a website. A company website allows you to establish your brand and will be the first opportunity to make an impression with customers. (www.jerseysheydesigns.com)
	<u>Create a marketing plan</u> for your products and services. Increase the likelihood for success with a plan for promoting your products and services to your target market.

We provide assistance with all services above. Give us a call 704-817-8021

VISIT WEBSITE AND SCHEDULE A FREE CONSULTATION
www.business911now.com