

New Company Setup Checklist

CHECKLIST		
<input type="checkbox"/>	Choose type of business entity. Business entity type:	Sole-Proprietor, Partnership, Corporation, S Corporation, Non-Profit, LLC
<input type="checkbox"/>	Apply for IRS Employer Identification Number (EIN), if applicable.	Online: www.irs.gov
<input type="checkbox"/>	Verify the Business Name is Available	Online Business Search: sos.ca.gov
<input type="checkbox"/>	Register with state as a business. If corporation, file letters of incorporation. If partnership, create and sign partnership agreement.	Online: SOS.ca.gov
<input type="checkbox"/>	If, Non-Profit: File Form 1023 or 1023ez (if Gross Receipts less than \$50,000 and Assets less than \$250,000)	Online: Pay.gov Filing Fee \$275-\$600
<input type="checkbox"/>	If Non-Profit: File Form FTB 3500 or 3500A to apply for CA Tax Exempt Status	Online: ftb.ca.gov Filing Fee \$0-\$25
<input type="checkbox"/>	Register Business with County Recorder Office and Publish FBN	File FBN & Publish FBN \$70/\$50 = \$120
<input type="checkbox"/>	If Corporation, LLC, File Statement of Information with Secretary of State within 90 days after business formation	Online: SOS.ca.gov Filing Fee \$30
<input type="checkbox"/>	Create Bylaws that outline the operations of the organization	
<input type="checkbox"/>	Choose Agent of Service to receive legal documents on organizations behalf.	
Additional Services:		
<input type="checkbox"/>	Professional Business Email	Annual Fee \$75 and up depending on add-ons
<input type="checkbox"/>	Domain Name Registration for website	Godaddy
<input type="checkbox"/>	Website Builder: Basic with Template	Godaddy.com
The following are next steps for you to do:		
<input type="checkbox"/>	Obtain county and city business licenses.	
<input type="checkbox"/>	Purchase insurance plan(s).	
<input type="checkbox"/>	Select end of fiscal year. Fiscal year-end:	December 31
<input type="checkbox"/>	Choose an accounting method: [Cash/Accrual] Cash = Report Income & Expenses when received & paid Accrual = Report Income & Expenses when earned & accrued	Cash
<input type="checkbox"/>	Open a business banking account.	
<input type="checkbox"/>	Consider contracting with payroll processing firm and/or record-keeping firm.	
<input type="checkbox"/>	Consult with Attorney. We are not Attorneys and cannot provide you with legal advice.	