



# SMALL BUSINESS ASSESTMENT & LEGAL COMPLIANCE CHECKLIST

- Federal Employer ID number
- Qualifications to do business in all states
- "At will" Employment Policy
- Non-Discrimination Policy
- Forms from all employees/ contractors(W9/I9)
- Record of all income and expenses receipts
- Tax filings & Fees
- Financial documents and Annual Reports
- Business Banking
- Savings
- NON-PROFIT Documents: 501c3 forms, 990 filings, 1120s
- NEW COV19 PROTOCOLS AND SAFETY REGULATIONS