



Starting a Business Checklist

<u>Check</u>	<u>Item</u>	<u>Note</u>
	1. Develop a business concept	
	2. Select and retain accountants and attorneys	
	3. Select a business entity	
	4. Determine ownership structure	
	5. Complete a business plan including marketing, finance, management, and operational sections	
	6. Obtain initial start-up capital	
	7. File for organization with state	
	8. Hold first board of directors meeting	
	9. Apply for a federal employer identification number (EIN) by submitting Form SS-4.	
	10. Apply for S corporation status by filing Form 2553	
	11. Develop website and a plan for use of technology	
	12. Establish accounting procedures and choose accounting software or a third-party bookkeeping and accounting company	
	13. Input all transactions from the beginning of business development into accounting software	
	14. Apply for business financing and solicit investors	
	15. Open business bank accounts	
	16. Apply for required permits or licenses	
	17. Select an insurance agent	
	18. Purchase Insurance	
	19. Select a commercial real estate agent	
	20. Locate and obtain office or production space	
	21. Acquire furniture and equipment	
	22. Complete any needed build-out space	
	23. Select a payroll processing company	
	24. Hire staff and complete training	
	25. Commence marketing	
	26. Order initial inventory and begin production	
	27. Conduct a grand opening	