

KNIGHT SOLUTIONS, LLC

Incorporating is just one step in starting a new business. There are other federal, state, and practical considerations as well. The following is a list of things to do or think about once you have formed a new corporation:

- Decide on corporate name
- Prepare and file articles of incorporation
- Designate California registered agent (required for all corporations and LLCs)
- Contact the state tax board for information about state taxes and obtaining a state tax number
- Check with the state department of consumer affairs to obtain any required business licenses or permits
- Check zoning laws
- Check with the city/ county business offices to obtain business licenses or permits
- Contact the IRS for information on filing your federal tax schedules
- Find out about workers' compensation if you will have employees
- Protect your trade name
- Meet with accountant to discuss capitalization and tax planning
- Get adequate business insurance or a business rider to a homeowner's policy
- Complete and file IRS Form SS-4
- Prepare a shareholder agreement, if necessary
- If necessary, meet with securities lawyer regarding stock sales
- Obtain corporate seal and ring binder for minutes
- Pay any applicable taxes for sale or issuance of stock
- Hold organizational meeting
- Complete the bylaws, waivers, minutes, and offers to purchase stocks
- Sign all documents and place in minute book
- Issue stock certificates
- Be sure consideration is paid
- Complete a bill of sale if property is traded for stock
- Get licenses
- Open bank account
- For S corporation status, file IRS Form 2553
- Print business cards and stationery
- Acquire an email address
- Set up your website