



STARTING A BUSINESS CHECKLIST

Great plans evolve businesses.

STARTING A BUSINESS

✓DONE. SKIP ANY ITEM WHICH DOES NOT APPLY TO THE BUSINESS.

- 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
- 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) Establish accounting procedures
- 12) Choose an accounting software
- 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 of space
- 23) Select a payroll processing company
- 24) Select an employee benefits company
- 25) Hire staff and complete training
- 26) Commence marketing
- 27) Order initial inventory and begin production
- 28) Conduct a grand opening