

# Checklist for Starting a New Business

1. Select and consult with an attorney and an accountant to establish liability and tax criteria.
2. Select an appropriate form of organization for the business (sole proprietorship, partnership, S corporation, C corporation, LLC, LLP, etc.).
3. Register your business.
  - Register your business name, incorporate the business, etc.
  - Obtain a business license and necessary permits.
  
  - Get a federal employer ID# (Sole proprietors without employees can use their Social Security # instead).
  - Get necessary state and federal tax forms.
4. Prepare a business plan.
5. Select a banker.
6. Establish a business checking account.
7. Apply for a business loan or line of credit (if applicable).
8. Develop a business identity (logo, tag line, business cards, stationery, business forms, etc.).
9. Select an insurance agent.
10. Obtain business insurance.
11. Lease space.
12. Line up vendors.
13. Join a professional organization and your local chamber of commerce.