

START-UP CHECKLIST

- Know something about the business
 - product, customer and industry.
- Choose the Legal Form of Ownership
 - consult with an attorney and CPA/Accountant
- Choose a Business Name
 - register an assumed name
- Obtain Business Materials
 - business cards, letterhead, envelopes, etc.
- Establish Banking Relationship
 - checking account, credit line, etc.
- Arrange for Insurance Coverage
 - property, liability, product/completion, bonding
- Obtain Permits and Licenses
 - city, county, state (occupations, DEQ, OSHA)
- Establish Record Keeping System
 - Who will pay the bills/manage credit?
 - Who will reconcile the bank statements?
 - Who will calculate/pay estimated taxes?
- If you are going to have employees
 - obtain Federal ID number form SS-4
 - file State Combined Employer's Registration
 - obtain workers compensation insurance
 - obtain/complete/on file I-9 immigration form
 - obtain/complete/on file W-4 withholding form
 - set up payroll system / who will do it?
 - PAY PAYROLL TAXES!