

## 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!