

Small Business Startup Checklist

Use this checklist to get your small business set up properly.

- _____ Name your business.
 - Domain name (check at www.register.com, www.godaddy.com, www.bluehost.com)
 - Name search at Secretary of State
 - National trade name search
- _____ Choose a legal structure (e.g. S-corporation, LLC, partnership, sole proprietorship).
- _____ Register your business with Secretary of State and/or any local government agencies.
- _____ Set up a sales tax permit (local government and state government).
- _____ Make sure that you're in compliance with all business licenses, permits, and zoning.
- _____ Obtain business/commercial insurance.
- _____ Hire a small business lawyer.
- _____ Open a business checking account.
- _____ Open a separate account at the same bank as a holding account for your taxes.
- _____ Set up a bookkeeping system.
 - Track expenses (by category)
 - Track revenues (by category)
 - Save all receipts
 - Save copies of all invoices
- _____ Hire a bookkeeper or accountant to do your bookkeeping on a weekly or monthly basis.
- _____ Prepare to pay the taxes and insurance required by law.
- _____ As you begin to earn income, set aside money for taxes.