

Startup Checklist

Here is a checklist of things most start-up business owners should do first:

1. ____ Contact the Small Business Center (SBC) in your area. ([*Request Counseling*](#)) Planning is the most important first step you can take. The SBC is available to serve as a sounding board for your idea or assist with any issue a small business owner might face.
2. ____ Chose a business structure: Sole Proprietor, Partnership, Corporation, LLC, Sub Chapter S. If you plan to incorporate you can do it yourself at nominal cost. However, for most, it is wise to seek the counsel of an attorney.
3. ____ Decide on a business name. You'll need this before you proceed to the next step.
4. ____ Go to the Register of Deeds in your County to register the name of your business.
5. ____ Go to the Tax Assessors' Office in your County and give them a list of your business assets.
6. ____ Go to your bank to open a checking/savings account in the name of your business. Begin to use this account to record all income and expenses for the business. Keep entirely separate from your personal accounts.
7. ____ If there is any risk of damage or injury to person or property in your business, visit an insurance agent; get an insurance policy to cover liability and personal injury. Even if you plan to incorporate, you need to be insured against risk.
8. ____ From this point, next steps vary based on the structure and nature of your business. Do you need a Sales Tax Number, an EIN, are you serving food and need a permit, are you going to hire employees and collect withholding? Your [Small Business Center Director](#) can help.
9. [Contact Information](#) for the most frequently needed Local, State and Federal Agencies is available along with the type of issues they handle. These agencies are able to provide you information suited to your particular situation. If you need help understanding the rules, contact your SBC counselor.