

STARTING YOUR BUSINESS | CHECKLIST

- Dream up an idea
- Do market research and write a business plan (follow [the Business Plan Template](#))
- Secure initial financing (e.g., self-funds, friends and family)
- Choose an Entity Type (e.g., Sole Proprietorship, LLC, etc.) and Business Name
- Register your business (i.e. Articles of Organization). Optionally, hire a professional registered agent.
- Get a federal EIN for tax purposes
- Open a business bank account
- Start bookkeeping (keep track of expenses, etc.). If able to, get accountant help early on.
- Choose a location and check local zoning regulations (if applicable)
- Start working on marketing materials (i.e. reserve social media handles, domain name & email, website, logo, etc.)
- Work on getting products/services market ready
- Determine and obtain necessary permits and licenses (e.g., business license, seller's/sales tax permit, health permits, etc.)
- Create menu of products or services and add to website
- Order production materials, make products, & track inventory
- Tease and promote a launch on social media
- Make first sale!
- Be sure to keep up with any tax or legal filings required (e.g., Statements of Information for newly opened LLC, tax returns, annual tax fee, etc.)