

ESTABLISHING A NEW BUSINESS CHECKLIST

WHEN YOU DECIDE TO BECOME YOUR OWN BOSS, IT CAN FEEL LIKE AN OVERWHELMING TASK. SO MANY PEOPLE HAVE NO IDEA WHERE TO START. GUESS WHAT? WE GOT YOU! HERE'S A QUICK LIST OF THE FIRST FEW STEPS TO TAKE TO GET THE BALL ROLLING.

Choose a business name



Start with something simple. You can always register a DBA later. Things to think about: if someone were to look you up, is it easy to spell? Does it allow you to expand services later or is it super specific?

Set up a P.O. Box



If you prefer to keep your home address out of public record, set up a P.O. box for the business and do all registrations through that.

Register with the IRS for an EIN



Make sure you go to the actual IRS website for this and not one of the million scam sites that will charge you. This is free with the IRS.

Register with your state business office



This is usually part of the Sec of State office. You can register as an LLC or Corporation. Fees vary by state.

Get needed insurances



Liability, Errors & Omissions, Cyber Security, Property, etc

Set up a bank account specifically for your business



You may also want to apply for a business credit card or designate one of your personal cards as business only. This will make it so much easier to track your costs for pricing as well as tracking your write-offs.

ESTABLISHING A NEW BUSINESS CHECKLIST CONTINUED...



Register with your local government

Many municipalities require you to have a business license.



Get occupationally specific license

If you are in a field that requires additional state licensing such as health services, contractor, massage therapist, etc, make sure you get that licensing before you open.



Register for Worker's Comp

Owners are often exempt but it is required for employees. Register for your Independent Contractors license if required.



Set up a bookkeeping system

Start tracking everything correctly from the beginning. We miiiiight know someone that can help with that!



Set up your web presence

Purchase a URL and set up a basic website, Reserve usernames for social media, even if you don't plan to use them right away.

Take a deep breath and congratulate yourself! You are about to embark on the adventure of a lifetime!!