

Business Startup Checklist

This checklist is designed to provide a framework for starting a small business. This list is a general reference and may not be inclusive of all small businesses. As with any business venture, significant planning and research is required in order to help ensure success.

- Prepare a written business plan including financial statements
- Obtain a lawyer and an accountant
- Choose a business entity type
- Select a business name and register the name, if necessary
- Choose a business location
- Register the business with the appropriate state and apply for a Federal Employer Identification Number (FEIN), if needed
- Check to see if any occupational business licenses are required
- Obtain financing
- Obtain adequate business insurance
- Open bank accounts
- Choose an accounting and inventory system
- Arrange for utilities, telephone and other services
- Secure supplies, if applicable
- Start advertising