



Business Start-up Checklist

- Contact the Small Business Development Center
- Prepare a Business Plan
 - Define the Business
 - Define and Research your Market
 - Assess Management Needs and Capabilities
 - Prepare Financial Projections
- Seek Professional Advice on Form of Business from Attorney and Accountant
- Decide on Business name
 - File Business Formation Paperwork
 - Research and Secure Domain Name
 - Secure Your Twitter Name
- Meet with a Banker and apply for Loan
- Research and Secure Business Location
 - Order Utilities
 - Order Telephone Service
- Determine Web Site Needs and Hire Web Programmer
- Apply for Federal Employer Identification Number (EIN)
- Contact Local and State Governments to Apply for Necessary Licenses and Permits
- Open a Business Checking Account
- Contact Insurance Agent to Bind Necessary Insurance Coverage
- Discuss Bookkeeping Needs with Accountant
- Register with State for Unemployment Insurance and Withholding (For Sole Proprietorship, only If Business will have Employees)
- Begin Taking Applications for Employees
- Create Advertising Plan and Meet with Vendors
- Design Logos – Order forms, letterhead, business cards, etc.
- Order Furniture, Equipment, etc.
- Select Opening Date

This is a list of basic steps needed to start your small business. There may be additional requirements not included on the list. The list is not intended to be in numerical order.