

BUSINESS STARTUP CHECKLIST

After you evaluate your business idea, determine startup costs and research the market, you'll be ready to take the next steps to starting your business.

Track your progress with this business startup checklist:

 Incorporate your business or form an LLC or other separate entity

to protect personal assets from the company's potential debts and liabilities.

 Acquire Necessary Business Licenses and Permits

your city, municipality, county and/or state may require. Contact your Secretary of State and local government to ensure you meet all requirements.

 Establish Business Credit

to lessen the number of times your business must prepay for products. It also establishes a favorable credit history.

 Create Essential Documents

such as contracts, service agreements, and invoice documents so you can easily bill customers, track payments and keep records.

 Develop a Brand Identity

by creating a logo, business cards, letterhead, envelopes, etc., which will greatly influence how customers perceive your business.

 Construct a Marketing Plan

by developing and implementing a strategy for promoting your products and services to your target market.

 Obtain a Federal Tax Identification Number

or employer identification number (EIN, which allows the IRS to identify your business for all taxation matters.

 Separate Your Finances

by opening a business bank account and obtaining a business credit card. Contact your bank about business banking requirements to ensure you have all the necessary paperwork.

 Investigate Additional Government Requirements

that you may need to comply with (e.g., unemployment insurance, worker's compensation, OSHA, payroll tax requirements, self-employment taxes, etc.).

 Build a Website

to help establish your brand and allow customers to find you online. A website may be your first opportunity to make an impression with customers.

Let us be your legal compliance partner through all stages of your business.
Contact us at 855.316.8948 or visit ct.corporation.com.