

DOMINION BUSINESS LAW PLC

Business Startup Checklist

1. Business Name

- Check availability of business name
- Check availability of domain name (website)
- Trademark search and opinion

2. Legal

- Select a legal structure (e.g., partnership, LLC, Corp/S-Corp)
- File business organization papers
- Obtain Federal Employer Identification Number (EIN)
- Complete organization; adopt Bylaws / Operating Agreement
- Get any required business licenses or permits
- Buy-Sell Agreement / Shareholders Agreement
- Register federal trademark
- Employment (noncompete/confidentiality) agreements, employee handbooks

3. Financial & Tax

- Open a bank account for the business
- Apply for loan / raise start-up capital
- Set up accounting and record-keeping system
- Consult CPA re: tax planning and filings
- Set up payroll
- Apply for sales tax number if needed
- Consult financial advisor / set up SEP, 401(k), etc.
- Set up credit card / electronic payment processing

4. Branding & Marketing

- Design logo, letterhead, and marketing collateral
- Print business cards, stationery, brochures, etc.
- Create website and social media presence
- Grass roots marketing / Grand Opening event

5. Business Location & Technology

- Get home occupation permit, if required
- Establish business address
- Lease office/retail space for business
- Check zoning laws / obtain certificate of occupancy, if needed
- Set up phone lines, call answering, and voicemail
- Set up computers, network, internet and email

6. Insurance

- Obtain necessary insurance: business liability, business auto, etc.
- Workers compensation insurance
- Health insurance plan
- Life, disability, and key man insurance for business succession plan