

## BUSINESS STARTUP CHECKLIST

- Prepare Business Plan
- Establish Business type (Sole Prop, Corp, S-Corp, LLC, etc...)
- File business type or trade name with Secretary of States Office or other applicable state agency
- Prepare Corporate by-laws, Member Control Agreement, or Partnership Agreement (if applicable)
- File form SS-4 (Employer Identification Number)
- Open business bank account
- File form 8832 (Entity Classification Election, if applicable)
- File form 2553 (If electing for S-Corp status for tax purposes)
- File other state forms, if applicable
  - Sales/Use tax permit
  - State Unemployment (file for owner exemption for Corp & LLC?)
  - Workers Compensation (file for owner exemption for Corp & LLC?)
  - State tax withholding permit(s)
- File other federal forms, if applicable
  - 2678 Agent Payer form
  - 8655 IRS Authorizations (EFTPS)
  - 2848 (Power of Attorney)
- Document the transfer property to the business (Cash, equipment, etc..) If incorporated, must do section 351 transfer.
- Set up your accounting system