

Start-Up To Do List For Small Businesses

- _____ 1. Know what type of business you would like to start and learn all you can about it.
- _____ 2. Appraise your business strengths and weaknesses. Be strict and objective.
- _____ 3. Conduct thorough research of potential customers, your trade or industry, your competition, your licensing and tax requirements, location, and name.
- _____ 4. Determine type of business organization (ie. [Proprietorship](#), [Partnership](#), or [Corporation](#))
- _____ 5. Evaluate possible site locations. Check physical condition, suitability, traffic flow, parking, utility requirements, and cost.
- _____ 6. Prepare a [comprehensive business plan](#) - include your action timetable.
- _____ 7. Decide on your business hours.
- _____ 8. Secure necessary capital. (Bank loan, budget to save, borrow on insurance, etc.)
- _____ 9. Obtain needed facilities, equipment, furnishings, signage, supplies, stock.
- _____ 10. Recruit personnel. Establish job descriptions and training program.
- _____ 11. Print business cards, stationery, invoice or statement forms.
- _____ 12. Register name of business (your assumed name) and/or file articles of incorporation with the Secretary of State. Publish notice in newspaper.
- _____ 13. Secure any necessary permits, licenses, or zoning variations. Check with both local and state licensing agencies.
- _____ 14. Register your business with the state and obtain a Sales & Use Tax Permit (if applicable).
- _____ 15. Register for Federal tax number (Form SS-4) and obtain employee tax and withholding information from the IRS.
- _____ 16. Establish bank account (separate from personal account). Shop for the bank and services that best suit your needs.
- _____ 17. If you intend to hire employees in your business, phone your Department of Economic Security or Workforce Commission.
- _____ 18. Phone the IRS for a free "Small Business Tax Kit" at 1-800-829-3676. For information about free Tax Education Workshops, call 1-800-829-1040 or check out the [IRS website](#) for this information.
- _____ 19. Issue news releases. Publicize your new venture.