**Starting a Business Checklist**

✓**Done.** Skip any item which does not apply to the business.

1) \_\_ Develop a business concept

2) \_\_ Select and retain accountants

and attorneys

3) \_\_ Select a business entity

4) \_\_ Determine ownership structure

5) \_\_ Complete a business plan

6) \_\_ Obtain initial start-up capital

7) \_\_ File for organization with state

8) \_\_ Hold first board of directors

meeting

9) \_\_ Apply for a federal employer

identification number (EIN) by

submitting Form SS-4

10) \_\_ Apply for S corporation status

by filing Form 2553

11) \_\_ Establish accounting

procedures

12) \_\_ Choose an accounting

software

13) \_\_ Input all transactions from the

beginning of business development

into accounting software

14) \_\_ Apply for business financing

and solicit investors

15) \_\_ Open business bank

accounts

16) \_\_ Apply for required permits

or licenses

17) \_\_ Select an insurance agent

18) \_\_ Purchase insurance

19) \_\_ Select a commercial real

estate agent

20) \_\_ Locate and obtain office or

production space

21) \_\_ Acquire furniture and

equipment

22) \_\_ Complete any needed

build-out of space

23) \_\_ Select a payroll processing

company

24) \_\_ Select an employee

benefits company

25) \_\_ Hire staff and complete

training

26) \_\_ Commence marketing

27) \_\_ Order initial inventory and

begin production

28) \_\_ Conduct a grand opening