

The Essential Ready to Start My Business Checklist



- ✓ Keep track of your essential information.
- ✓ All information you'll need to get started.



READY TO START MY BUSINESS! CHECKLIST



THE "MUST HAVE" LET'S GET STARTED CHECKLIST TO BUILD A SUCCESSFUL BUSINESS

Congratulations on making the decision to start your dream business! This is an exciting time for you and your family. Every type of business needs a strong start.

Building a successful business is about the excitement, your vision and commitment, and also about the needed details. Save time and money by using this checklist to get started.

My business name is: _____

My product or service is: _____

My business is located at: _____

My business purpose/impact I want to have: _____

I am ready to SUCCEED! **YES** ☐ No

Your official business identity

Must do tasks

☐ Decide on your business type: Sole Proprietor, LLC, Nonprofit, Partnership, etc. See SBA.gov for more info.

☐ Register your business with your state department of revenue

☐ Go to IRS.gov to get a federal EIN number

☐ Check with your state licensing department for any needed licenses or permits

Optional tasks

☐ Have a unique name to trademark?
Check the US Trademark office for info.

☐ Use a local or online bank that fits your business needs.

Your online business identity

☐ Use lookup.icann.org to search for a domain name for your business

☐ Pick a logo. Create one yourself or hire a professional.

☐ Register your domain name. Possible services include GoDaddy.com, Domain.com, BlueHost.com

☐ Need a website? These offer free or low-cost starter websites: Wix.com, WordPress.com, SquareSpace.com

☐ Establish your social media handle. Choose something easy to remember and spell. Options include Facebook, Twitter, Instagram, LinkedIn.

☐ Find groups of like-minded business owners to build community and a network.

MY BUSINESS DETAILS

Business name and address	
EIN	
State registration #	
License/Permit #	
Ogranizational Structure (LLC, Sole Proprietorship, C-Corp, Nonprofit, etc)	
Bank and Account Number	
Social Media handles	FB: _____ Instagram: _____ LinkedIn: _____ Twitter: _____ Tik Tok: _____ Website: _____
Other information (Website platform, Member numbers, Cell phone providers, Utility information, etc.)	

Protect your information. Save to a safe place or print and keep in a safe place.