FREE CHECKLIST

New business setup checklist

To set up a new business, choose a structure, form the LLC or corporation, get an EIN, open a business bank account, register for the state taxes you'll owe, and set up bookkeeping from day one. Then plan for taxes, because no one withholds them for you. This checklist covers each step in order.

Fillable PDF. Click a box to tick it and type in the notes, then save or print.

Structure and name 4 ITEMS

- [ ] Choose a structure: sole proprietor, LLC or corporation
- [ ] Check the name is available in your state
- [ ] Check the domain name and social handles
- [ ] Decide whether an S-Corp election makes sense yet

Formation 5 ITEMS

- [ ] File the formation document with your state
- [ ] Name a registered agent
- [ ] Sign an operating or company agreement
- [ ] Get an EIN from the IRS (free)
- [ ] Register any assumed business name (DBA)

Money 4 ITEMS

- [ ] Open a business bank account
- [ ] Get a business credit card
- [ ] Set up a way to get paid: invoices, card payments or a payment app
- [ ] Put money in a separate account for taxes

General information, not tax advice for your situation.

Taxes and permits 5 ITEMS

- [ ] Register for state income or franchise tax, if your state has one
- [ ] Get a sales tax permit if you sell taxable goods or services
- [ ] Check city and county licenses or permits
- [ ] Register for payroll taxes before hiring
- [ ] Put the quarterly estimated tax dates in your calendar

Books 5 ITEMS

- [ ] Set up QuickBooks Online or Xero
- [ ] Connect bank and card feeds
- [ ] Set up a simple chart of accounts
- [ ] Save receipts digitally from day one
- [ ] Start a mileage log if you drive for work

Notes

Starting a business?

We form the LLC, get the EIN and set up your books. Book a free 30-minute call at eminenttax.com/contact or call (972) 347-4590.

eminenttax.com

General information, not tax advice for your situation.