

Starting a New Business Checklist:



- ___ 1. **Prepare and Plan (do market research and create an outline of your business)**
- ___ 2. **Secure Financing (if necessary)**
- ___ 3. **Choose an Entity Type (e.g., LLC, Corporation, LP, LLP, GP, or Sole Proprietorship) and Business Name**
- ___ 4. **Register Your Business with the Secretary of State (LLC, Corporation, LP, LLP or GP)**
- ___ 5. **Register a Fictitious Business Name (if necessary)**
- ___ 6. **Choose a location and check local zoning regulations**
- ___ 7. **Obtain specialty licenses and permits (if necessary)**
- ___ 8. **Employer Responsibilities (if necessary: EIN Number, workers' compensation, etc.)**
- ___ 9. **Tax Information (FTB, CDTFA, EDD, IRS, BOE)**
- ___ 10. **Ongoing Secretary of State Filing Requirements (Statements of Information)**