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, BOE, EDD, IRS)

___ 10. Ongoing Secretary of State Filing Requirements (Statements of Information)