

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)