Unorthodox™ GROUP

Business Checklist

TASK	DUE DATE	✓
Identify business name & address Hint: Consider options for a remote business address. Depending on the state, the business address may be public information. https://www.uspto.gov/trademarks/search		
Register the corporation/ LLC with state https://www.e-secretaryofstate.com/		
Obtain Federal Tax ID Number (EIN) Hint: This can be done for free on irs.gov https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online		
Apply for local business tax license(s) Hint: There can often be multiple licenses needed depending on the municipality, including city and county licenses. Research your city,		
Research/hire professional representation Hint: This refers to lawyers, accountants, consultants etc.		
Open a business bank account Hint: Check with your current bank to see if they offer incentives for new business accounts.		
Choose accounting software or system Hint: research options like Quickbooks and Zipbooks and compare to hiring a bookkeeper.		
Research compliance regulations Hint: Depending on your type of business different coverages may be required. (e.g. unemployment insurance, payroll tax registration etc.		
Establish necessary contracts Hint: This can include operating agreements, vendor contracts, consultant agreements etc.		
Establish business credit/ apply for financing Hint: If applicable		
Create logo		
Build website & social media pages		
Create basic initial business plan https://www.sba.gov/starting-business/write-your-business-plan%20		