

Business Start-up Checklist

- ☐ Personal evaluation
 - Why do you want to start a business? What skills do you have? Do you have the support of your family? How much capital do you have?
- ☐ Write a business plan
 - Form goals and objectives, project revenues & expenses & analyze the industry
- ☐ Obtain start-up capital
 - Savings
 - Loans
- ☐ Select an accountant and attorney
 - Form relationships before you need them
- ☐ Set up a legal business structure
 - LLC, Name registration, etc. <https://www.ohiosos.gov/businesses/>
- ☐ Obtain Federal Tax Identification Number (EIN)
 - On-line at <https://sa.www4.irs.gov/modiefin/individual/index.jsp>
- ☐ Create Operating Agreement
 - Template: <https://sbdcec.com/downloads/>
- ☐ Open a business bank account using EIN
- ☐ Obtain vendors' license if you will be selling taxable goods or services (<https://gateway.ohio.gov/>)
- ☐ Obtain necessary business licenses and permits
 - Go to 1st Stop Business Connection business.ohio.gov for more info
- ☐ Obtain business insurance
- ☐ Set up bookkeeping
- ☐ Establish a web presence

Contact SBDC
<https://sbdcec.com/>
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