

Business Start-up Checklist

- ☐ **1. 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?
- ☐ **2. Write a business plan**
Form goals and objectives, project revenues and expenses, and analyze the industry.
- ☐ **3. Obtain start-up capital**
Savings • Loans
- ☐ **4. Select an accountant and attorney**
Form relationships before you need them.
- ☐ **5. Set up a legal business structure**
LLC, name registration, etc. <https://www.ohiosos.gov/businesses/>
- ☐ **6. Obtain a Federal Tax Identification Number (EIN)**
Apply online at <https://sa.www4.irs.gov/modiefin/individual/index.jsp>
- ☐ **7. Create an operating agreement**
Template: <https://sbdcec.com/downloads/>
- ☐ **8. Open a business bank account using your EIN**
- ☐ **9. Obtain a vendor's license if you will be selling taxable goods or services**
<https://gateway.ohio.gov/>
- ☐ **10. Obtain necessary business licenses and permits**
See Ohio's start-a-business checklists for your industry:
<https://ohio.gov/business/resources/start-a-business-checklists>
- ☐ **11. Obtain business insurance**
- ☐ **12. Set up bookkeeping**
- ☐ **13. Establish a web presence**

Questions? Talk to an SBDC advisor at no cost.

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