

business foundations checklist



- Choose a business name
- Want to become an LLC? Do a name search in your state.
- Name available? Register in your state to become an LLC
- LLC Official? Apply for your EIN number!
- Got your EIN? Go to the bank to open 1 checking & 2 savings accounts.
- Look into getting business liability insurance. Most important for service based businesses.
- Do you need any legal docs? Contracts, website conditions, etc. I LOVE legal templates!
- How will you collect money from clients/customers?
- Do you have QuickBooks or a bookkeeping spreadsheet? (A bookkeeping spreadsheet is provided in this challenge :)
- Does a CPA prepare your taxes?