



Basic Business Start-up Checklist

Suggestion: Print this and use it to make notes etc.

Whether you want to start a company or just make a little extra money on the side. Sitting down and focusing on what you want and some basic steps on how you will get there will help you achieve the success you want.

- What product or service will you sell? _____
- Who will buy it and how often? _____
- Are you willing to do what it takes to sell the product? _____
- What will it cost to produce, advertise, sell & deliver? _____
- Can you make a profit? _____
- How long will it take to make a profit? _____
- Will you be working from home or renting business space? _____

The collection of information on BankerGroup.com will show you how and give you dozens of ideas about making money. If you need some information that is not here please **go to the site and on the contact page tell us what you are looking for, we will look it up and send you what we have.**

After you decide what products or service you will offer.

- Choose a business name. _____
Adding your personal last name to your business name usually prevents having to do a DBA (Doing Business As) in most states and counties. IE: Smith Lawn Care etc. If your last name is Smith. At some point you may need to register it, check local regulations here [Click here](http://bankergroup.com/statetax.html) (<http://bankergroup.com/statetax.html>)
- Decide Legal Form for the Business Sole Proprietor, Partnership, LLC (recommended), Corporation. _____

- Open a Bank Account for the business. _____
And decide what kind of recordkeeping system you will use.

- Get a Domain Name. You can search for them on Cronys.com
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If you find the one you want it's only \$9.95 from our partners at cronys.com. For instance if your last name was Smith and you are going to run a Lawn Care business or Smith and you are going to sell fresh home made baked goods try something like smithlawncare.com, or smithbakedgoods.com etc. Then even your E-mail address will look professional, such as John@smithlawncare.com or Jane@Smithbakedgoods.com. , try and get a .com but if you can't a .net, .info, .biz, .us will also work just fine.

- Get a Website or Web page; a Website is the business card of the Internet age, primarily because you can give the public much more information about your products and services on a Website than you can give on a Business Card.

Get or build a brochure website that will list your name, products or services, contact information like phone number, email address etc. (you will look more trustworthy and professional with your own email address that has your own website name, it adds credibility and gets people to trust you right away).

- Get your business cards. Then put the Website address on your business cards.
- Get a Federal ID number **click here** . Or go to www.irs.gov
(<https://sa2.www4.irs.gov/modiein/individual/index.jsp>)

Any business offering products or services that are taxed in any way must get a federal tax ID number. If your state taxes personal services, or if you are required to collect sales taxes on your sales, you need a federal tax ID number. All the government forms you will be required to file for your business will require either a Social Security number or a tax ID number.

- Check for your local regulations. If you are going to sell products you will have to collect sales tax. You may have to register your business name. Here is the list of states and their requirement pages. [Click here](http://bankergroup.com/statetax.html)
(<http://bankergroup.com/statetax.html>)

If you are offering services instead of products, many states don't have a tax on services. Again the information is based on your location so check with the state government to find out what your requirements will be exactly.

Here are more things that will come up, based on your situation, you can decide in what order to do them.

- Get Office Space and Equipment _____

- Get Insurance if needed _____
- Develop a Marketing Plan _____
- Write a more in depth Business Plan _____
- Call or meet with Accountants or Bookkeeping firms to see how they can help you. _____
- Call or meet with Attorneys to see how they can help you. _____
- Register a Business Name with the State Corporation Commission _____
- Determine the Financing You Will Need and How You Will Get It _____
- Hire Employees

Feel free to write or call us with suggestions or if you need information.

E-mail: business@bankergroup.com

Call: 812-822-0911



Don't get distracted and don't stop.

Good Luck from all of us at Banker Group, www.BankerGroup.com 812-822-0911

Questions or Comments E-mail: business@bankergroup.com

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