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A Professional Corporation

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Checklist for Going into Business

Yes No

- Have you completed your strategic and business planning?
- Have you determined the type of business structure your organization will assume?
- If so, have you followed the appropriate registration procedures for that organizational structure?
- If applicable, have you registered your business trademark and trade names?
- Have you determined whether your business or profession is subject to any special licensing requirements?
- Have you obtained a federal employer identification number (Form SS-4)?
- Will your business be required to obtain a state sales tax license, submit monthly reports, and pay taxes on business activities?
- Will your business be required to obtain a city sales or business / occupation license?
- Will you be required to withhold state and federal income taxes from the compensation paid to your worker, and submit quarterly reports?
- Will you be required to pay state taxes, and submit quarterly reports for the unemployment coverage of your workers?
- Will your business be required to pay federal unemployment taxes and submit quarterly reports?
- Will you be required to have workers compensation insurance coverage?
- Have you made a thorough review of your other insurance needs?
- Have you reviewed the state and federal labor laws and determined the personnel related polices your business will follow?
- Have you checked the environmental regulations to ensure that your business will meet all air, water, and solid waste standards?
- Have you consulted with your accountant concerning tax planning, management controls, and essential accounting systems?

- Have you obtained state, county and city operating permits and licenses associated with your business of profession?
- Have you carefully considered all available information pertaining to your business location decisions and made sure your operations are consistent with current zoning regulations?
- If so, have you obtained local certification of occupancy?
- Have you checked with the utility companies to ensure prompt delivery of service and to obtain the cost of service extensions, the amount of any required deposits, and written price and supply agreement?