



New Business Checklist

Your first 90 days in business.

Here are 11 steps you can follow to help get you started.

-
- ☐ **Choose Your Business Structure**
Decide whether an LLC, sole proprietorship, or another structure is right for you.
 -
 - ☐ **Register Your Business**
Complete the state and local registrations required to legally operate your business.
 -
 - ☐ **Get an EIN**
Apply for an Employer Identification Number for taxes, banking, or hiring employees.
 -
 - ☐ **Check Licenses & Permits**
Find out which licenses and permits may apply to your business.
 -
 - ☐ **Open a Business Bank Account**
Keep your finances separate from the beginning to make recordkeeping easier.
 -
 - ☐ **Set Up Bookkeeping**
Create a system for tracking your income, expenses, and financial activity.
 -
 - ☐ **Understand Your Tax Obligations**
Learn which taxes may apply to your business and when payments or filings are due.



☐ **Keep Your Records Organized**

Save receipts, invoices, bank statements, and important business documents.

☐ **Determine Your Payroll Needs**

If you plan to hire employees, understand how to set up the proper systems.

☐ **Review Your Business Regularly**

Stay informed as your business grows.

☐ **Build Your Professional Support Team**

Work with trusted professionals for your business needs.

NOTES:

Need help getting organized?



Instagram
@lgfandassociates



Phone
+1 (619) 428-3874