



## **CHECKLIST FOR STARTING A BUSINESS**

- **RESEARCH YOUR BUSINESS**
  - Small Business Administration/ Business Information Centers
  - Idaho Small Business Development Centers
  - Idaho Commerce & Labor
  - Public and University Libraries
  - Internet and Other Sources
- **WRITE A BUSINESS PLAN**
  - Management, Marketing, Operation, and Financial Plans
  - Supporting Documents
- **CHOOSE THE METHOD OF ORGANIZATION**
  - Sole Proprietorship
  - General Partnership
  - Limited Liability Partnership
  - Limited Partnership
  - Limited Liability Company
  - Corporation
- **PROTECT PRODUCTS, SERVICES, IDEAS**
  - Patents
  - Copyrights
  - Trademarks
- **REGISTER WITH THE SECRETARY OF STATE**
  - Organizational Documents (i.e., Articles of Incorporation)
  - Certificate of Assumed Business
  - Name
- **ARRANGE FOR INCOME TAX**
  - State
  - Federal
- **DETERMINE WHICH OTHER TAXES APPLY**
  - Sales and Use- State
  - Excise- State and Federal
  - Property- County Assessor
- **FULFILL EMPLOYEE RESPONSIBILITIES**
  - Employment Taxes
  - Workers' Compensation Insurance
  - Immigration Law Verification
  - Required Posters
- **PERMITS, LICENSES, AND REGULATIONS**
  - Federal
  - State
  - County
  - Local