

## Checklist: Starting a Business

- Determine your business entity
- Determine the State you wish to create the business entity in (some states may be preferable to file in due to anonymity of ownership, well-settled business law, and amount of fees)
  - If the State you're operating in is different than the State you've created the business in, determine whether or not you must also register the business in the State where you're operating.
- Determine what documents you need to file with the State to register the business
  - File the necessary business registration documents
- Register for a federal tax ID (an EIN number) with the IRS
- Register with the State(s) taxing authorities that you're operating in or have created the business in
  - Sales taxes, employment taxes, excise taxes, etc.
- Create organizational documents (varies by business entity type):
  - LLC
    - Operating Agreement
  - Corporation
    - Bylaws
    - Shareholder's Agreement
- If the business is a Corporation, issue stock to the stockholders:
  - Create a Stock Purchase Agreement
  - Have the shareholder(s) execute the Stock Purchase Agreement
  - Distribute share certificates if required by your Certificate of Incorporation
  - Update the business' stock ledger and capitalization table to reflect the share purchase
- Create an Intellectual Property Assignment Agreement to transfer any relevant intellectual property owned by the company's founders to the company itself
- Protect the company's intellectual property
  - File for federal trademark protection of your company's business name, brand(s), and/or logo(s)
  - File for copyright protection, as appropriate
  - File for patent protection, as appropriate
- Prepare to hire workers
  - If planning to hire employees, see this checklist
  - If planning to hire independent contractors, create an independent contractor agreement and have the contractors enter into that

**Should you require any assistance with the above, please feel free to contact us:**



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