

Business Start-up Checklist

This checklist helps new business owners by providing a list of the most common start-up steps. Additional steps may be necessary for your particular business.

1. Incorporate your business or form your LLC through the required filing with the State of Michigan.
2. Prepare a business plan.
3. Select an accountant and attorney. The attorneys at Lambert & Lambert PLC can assist you with those choices.
4. Acquire a federal tax identification number for your business from the Internal Revenue Service (IRS).
5. Obtain the state tax identification number from the State of Michigan.
6. Open a business bank account. This critical step enables you to keep your business and personal finances separate.
7. Develop a marketing plan for your products and services.
8. Obtain funding. This can be from bank loans, personal accounts, on-line funding sites, and other sources.
9. Obtain the necessary (if any) business licenses and/or permits from the applicable local or state authorities (sometimes Federal).
10. Contact your insurance agent to acquire appropriate business insurance.
11. Investigate other insurance and government requirements, such as OSHA regulations, sales taxes, use tax, and self-employment tax.
12. Do you or will you have employees? If so, investigate your obligations for:
 - Unemployment insurance
 - Workers' compensation
 - Federal, state and local taxes
 - Payroll tax requirements
13. Lease or purchase your business' location.
14. Research the local zoning requirements for your business location.
15. Create business materials: business logo, business cards, and stationery.
16. Establish an on-line presence for your business.

This list is a helpful summary of some of the most important steps you will take to start your business. We leave the details to you. Or, you can contact us for further assistance on some or all of these matters.