

starting a LLC

CHECKLIST

- ☐ Check for business name availability
State availability:
Federal (TESS) availability:
- ☐ Complete Articles of Organization
- ☐ Get an EIN from the IRS
- ☐ Open a business checking account
- ☐ Setup an appropriate bookkeeping system
- ☐ Setup ways to pay for business expenses
- ☐ Setup ways to receive payment from clients
- ☐ Claim Google Business Profile
- ☐ Setup a way to broadcast to clients via email
- ☐ Claim social media accounts
- ☐ Setup a shop for your products and services
- ☐ Set a reminder to complete annual registration
- ☐ (Optional) Hire a CPA