

Business Start-Up Checklist

- Call the advisors at The Financial Hotline at 800-654-6024 or email at answers@TheFinancialHotline.com now to discuss your plans.
- Obtain Publication 334, "Tax Guide for Small Business," from the IRS and read it thoroughly.
- Choose a business idea based on your interests, abilities and the amount of time you want to spend.
- Choose a business form – sole proprietorship, partnership or corporation. Sole proprietorship is the simplest.
- Set up your business record keeping system. Simple record keeping books are available at any office supply store. Get IRS Publication 583.
- Choose a business name. If your name is included in the business name, most states do not require you to file under the fictitious name statute.
- Set up an interest-bearing business checking account.
- Print business cards and flyers.
- Offer your product or services for sale to friends and others.
- Learn everything you can about business from books, magazines, tape courses, seminars and trade publications.
- Get business education materials from the Small Business Association.

Have fun! It's only work if you don't like what you are doing.