

New Business Startup Checklist

Federal, accounting and state/local setup items to consider.

Launch

- ☐ Choose structure with appropriate professional advice
- ☐ Register entity if required
- ☐ Obtain EIN when applicable
- ☐ Choose accounting/bookkeeping system
- ☐ Open business banking
- ☐ Create document-retention process

Tax & Compliance

- ☐ Identify federal filings
- ☐ Identify employment-tax requirements
- ☐ Identify information-return requirements
- ☐ Identify state income/sales/use tax accounts
- ☐ Check city/county licensing
- ☐ Create recurring compliance calendar

Financial Controls

- ☐ Separate personal/business activity
- ☐ Create chart of accounts
- ☐ Create receipt process
- ☐ Reconcile monthly
- ☐ Track fixed assets/financing
- ☐ Create monthly financial reporting

First-Year Planning

- ☐ Project taxable income
- ☐ Review estimated taxes
- ☐ Review retirement options
- ☐ Review owner compensation
- ☐ Schedule tax planning

Important Notice

Educational use only. This material is not individualized tax, legal, accounting, or financial advice and does not create an engagement. Tax rules, forms, deadlines, and state/local requirements can change. Verify current requirements before filing or making decisions.

Primary References

[IRS — Starting a Business](#)

[IRS — Startup Checklist](#)

[IRS Publication 583](#)