



# NEW BUSINESS CHECKLIST

SCAN FOR MORE DETAILS  
[GOMONROE.ORG](http://GOMONROE.ORG)



## Essential Tasks

- Complete Business Model/Plan
- Adopt a mentor
- Identify sources of business owner training

## Legal Tasks

- Choose a business name
- Figure out your business structure
- Seek advice from a business attorney
- Obtain any needed licenses/permits
- File for trademarks/permits
- Be sure all agreements entered into are in writing

## Financial Tasks

- Obtain your FEIN through the Internal Revenue Service
- Register business with the Mississippi Secretary of State's Office
- Open a business checking account
- Hire an accountant & bookkeeper
- Set up an accounting system
- Obtain funding, if necessary
- Figure out payment processing

## Marketing Tasks

- Complete market research
- Register your website domain name
- Get a business email
- Register social media accounts
- Get logo & branding
- Set up website
- Create business materials (signs, business cards, etc.)

## Logistical Tasks

- Rent or create space (choose carefully)
- Obtain appropriate business insurance
- Set up telephone system
- Set up internet system
- Identify what is needed to sell your product(s) or services