

Small Business Associates, Inc. Business Start-up Checklist

Business Name: _____ Date: _____

How Is the Business Legally Organized?

- Sole-Proprietor
- LLC - Taxed as:
 - Sole Proprietor
 - Partnership
 - Corporation
 - S-Corporation
- Corporation
- S-Corporation

Small Business Associates, Inc.

Business Start-up Checklist

Needs to Be Completed

Completed Date

Forms and Registrations:

Pennsylvania Fictitious Name Application _____

Employer Identification Number (EIN) _____

Pennsylvania Entity Registration (PA-100) _____

PA Sales Tax

Employee Withholding

Employer Unemployment

Public Transportation Assistance (Tire Tax)

Motor Fuel Taxes

Workman's Comp. Insurance

Pennsylvania Contractor Registration _____

Business Licenses

City or Township License _____

Small Business Associates, Inc.

Business Start-up Checklist

- LLC Entity Election (IRS Form 8832) _____
- Federal S-Corp. Election (IRS Form 2553) _____
- W-4's for Employees _____
- I-9's for Employees _____
- Buy-Sell Agreement _____
- Operating Agreement _____
- Partnership Agreement _____
- Sign Permits _____
- Driveway Permits _____
- Pennsylvania Dept. Labor & Industry - American Disabilities Act Compliance _____
- DER Permits/Inspections _____
- Safe-Serve Licensing _____
- PA Dept. of Health Permits/Inspections _____
- Liquor Control Board Licensing _____
- Professional Licensing _____

Small Business Associates, Inc.

Business Start-up Checklist

LLC/Corporation/S-Corporation

- Reserve Name _____
- File Articles of Incorporation/ Articles of Organization _____
- Develop By-Laws/ Operating Agreement _____
- Start a Minute Book _____
- Obtain Seal _____
- Hold an Organizational Meeting _____
- Issue Stock if Corporation _____
- Elect Officers if Corporation _____
- Hold an Annual Meeting with Minutes for the Minute Book _____