

## *Business Basic Checklist*

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1. **PROFIT TYPE**

- a.  Non-for-Profit (3ci only)
- b.  For-Profit

2. **BUSINESS NAME** \_\_\_\_\_

3. **BUSINESS STRUCTURE**

- a. Sole Proprietorship
- b. Partnership
  - i) General
  - ii) Limited
- c. Corporation
  - i) C
  - ii) S
- d. Limited Liability Company

4. **BUSINESS NICHE**

- a. Retail, Day Care, Church etc

5. **IDENTIFICATION NUMBERS**

- |    |                          |              |         |
|----|--------------------------|--------------|---------|
| a. | Employer Id Number (EIN) | Form SS-4    | Federal |
| b. | Employee Withholding     | Form AS/RP1  | NC      |
| c. | Wholesale/Sales Tax      | Form AS/RP1  | NC      |
| d. | Unemployment             | Form UI 604R | NC      |

6. **CONTACT SERVICES**

- |    |              |                            |
|----|--------------|----------------------------|
| a. | Phone Number | Must be a business account |
| b. | Fax Number   |                            |
| c. | E-mail       | A must                     |
| d. | Address      | Physical/Mailing           |

7. **BANK SERVICES**

- a. Checking & Saving Account
- b. Credit Card machine and Merchant Services

8. **CREDIT LISTING**

- a. Dun & Bradstreet Issues business credit number

9. **ESTABLISH CREDIT**

Find companies that report to Dun & Bradstreet and Experian.

10. **BUSINESS LICENSE**

- a. City and/or State

11. **PHILOSOPHY & MISSION STATEMENTS**

- a. A paragraph with 25 words or less.

12. **MARKETING & ADVERTISING**

- a. Business Cards, flyers and stationary
- b. Logo and Slogans
- c. Trademarks, Copyrights and Patents

[www.uspto.gov](http://www.uspto.gov)

13. **EMPLOYEE PAPERWORK**

- a. Federal Withholding (Form W-4)
- b. State Withholding (Form NC-4)
- c. Employment Eligibility Verification (Form I-9)

14. **INTERNET**

- a. Domain Name
- b. Website Design
- c. Web Hosting
- d. Online Store

15. **POLICIES & PROCEDURES**

- a. Employee Manual
- b. Customer Policies
- c. Service/Product Rates

16. **BUSINESS PLAN** (General Information)

- a. Write down your short and long term goals.
- b. Create a Mission Statement.
- c. Who are your potential customers and suppliers?
- d. What are the prices for my services/products? What equipment is necessary to run my business?
- e. Who will be your competition? What are some advantages or disadvantages?
- f. How much funding will I need to accomplish my goals? What is my budget?
- g. How you will market your company? How much insurance will I need?
- h. What software is needed?
- i. Will I need employees? Contracted Labor?
- j. Business Real Estate – Rent/Lease or Purchase

17. **BUSINESS LOANS & GRANTS**

- a. Small Business Administration      1-800-827-5722      [www.sba.gov](http://www.sba.gov)

18. **RESEARCH YOUR INDUSTRY**

- a. Carolina Minority Supplier      [www.carolinasmcdc.org](http://www.carolinasmcdc.org)
- b. Industry Associations      [www.liszt.com](http://www.liszt.com)
- c. Suppliers Directory      [www.replink.com](http://www.replink.com), [www.manaonline.org](http://www.manaonline.org), [www.worldbid.com](http://www.worldbid.com)
- d. Wholesalers Directory      1-800-877-4253

To obtain more information, please contact us.