

The most successful businesses get professional advice *before* they start.

You will need:

- An Accountant
- An Attorney
- A Banker
- An Insurance Agent

First, What is right for you?

- *What do you like to do with your time?*
- *What technical skills do you have?*
- *Is your idea practical?*
- *What is the competition?*
- *What are your resources?*
- *Do you have a business plan?*

Do you have good management skills?

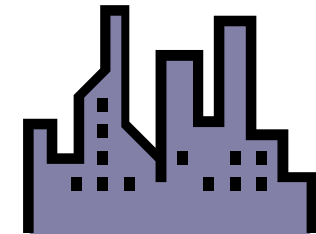
BUSINESS START UP

**FIRST STEPS
TO START A
SUCCESSFUL
BUSINESS**

*Barbara Culver, EA
Tax Center Plus
110 Vista Way
Kennewick, WA 99336
(509) 736-2400
Fax (509) 736-2411
bculver@taxcenterplus.com*

BUSINESS START UP

Barbara Culver, EA
Tax Center Plus
110 Vista Way
Kennewick, Washington 99336
Phone: (509) 736-2400
Fax: (509) 736-2411
Email: bculver@taxcenterplus.com



BUSINESS START UP - STEPS TO TAKE WHEN OPENING A NEW BUSINESS

KNOW BEFORE YOU START:

ITEMS TO GO OVER WITH AN ATTORNEY AND
YOUR ENROLLED AGENT:

⇒TYPE OF ENTITY

- SOLE PROPRIETOR
- PARTNERSHIP
- C-CORPORATION
- S-CORPORATION
- LIMITED LIABILITY COMPANY

⇒LICENSES:

- MASTER BUSINESS LICENSE
- EMPLOYMENT SECURITY
- LABOR & INDUSTRIES
- TRADE NAME
- FEDERAL IDENTIFICATION
NUMBER



IMPORTANT

CONSIDERATIONS:

- WHAT ARE MY RESOURCES?
- WHAT PRODUCTS AND SERVICES WILL I
NEED?
- HOW WILL I MARKET MY PRODUCT?
- HOW DO I DEVELOP A BUSINESS PLAN?
- MANAGING THE BUSINESS DAY TO DAY
- HOW DO I RECRUIT EMPLOYEES?
- BUSINESS AGREEMENTS

ACCOUNTING

CONSIDERATIONS:

- ACCOUNTING METHODS
- COMPENSATIONS
- EXPENSE DISBURSEMENTS
- RECORDKEEPING REQUIREMENTS

IF YOU INCORPORATE

- TYPE OF CORPORATION
- ARTICLES OF INCORPORATION
- BYLAWS
- BUSINESS AGREEMENTS
- STOCK SALES
- COMPENSATING OFFICERS
- MEETING MINUTES
- ANNUAL CORPORATION LICENSE
- BUY—SELL AGREEMENT

A FEW OTHER ITEMS:

- CITY LICENSES
- PERSONAL PROPERTY AFFIDAVIT
- TAX RETURNS
- EMPLOYMENT RETURNS
- SPECIAL LICENSES

LIQUOR

GAMBLING

CONTRACTOR

HEALTH PERMIT