



Items	Yes	No
Evaluate my capabilities and skills		
Select my product or service		
Research my market (customers, competitors, industry)		
Determine my capital needs and sources		
Choose my business partners (lawyer, CPA, marketing consultant, banker)		
Determine legal structure		
Select name and perform name search		
Complete assumed name form (sole proprietor/partnership-county Register of Deeds) .		
Reserve corporate name (corporation)		
Develop and submit Articles of Incorporation (corporation) or Certificate of General or Limited Partnership (partnership) with Secretary of State's office.		
Apply for federal identification number (sole proprietor if have employees, partnership and corporation. Ask for "Getting Started Package" that includes application for ID# -SS-4 form)		
Apply for NC withholding identification number (if employees) and sales tax number (if retail sales) from NC Department of Revenue		
Contact Employment Security Commission (if employees), ask for "Employer-Status Report" to get set up.		
Apply for city and state (if applicable) privilege license		
Apply for Home Use Permit (city government, if home office) or check out zoning requirements if necessary (city and county).		
Determine methods of pricing		
Develop sales forecasts		
Prepare marketing plan		
Determine equipment needs		
Determine employee requirements, procedures, salary administration		
Develop goals for sales. growth, product/service diversification		
Prepare projected financials (budget, cash flow and income statements, balance sheet);		
Determine bookkeeping procedures and method of accounting (cash or accrual)		
Open separate business bank account		
Determine suppliers/vendors and establish relationships		
Determine insurance needs		
Develop a business plan		
Install separate business phone line		
Develop corporate identity (logo, motto) and have business cards and letterhead printed		
Join professional/civic clubs		