

## Checklist for Starting A Business

1. What is the official name of your business? Remember specialized names may help or hinder you.
2. Start small. How small can you get your idea to do the most you can more quickly?
3. Have you connected with the Small Business Development Center and/or Small Business Administration? (<http://sba.gov>)
4. Do you have a functioning and active team?
5. Are you attending the Chamber of Commerce councils? (Normally, you don't have to join to attend)
6. Do you possess the following?
  - Articles of Organization \_\_\_\_\_
  - Operating Agreement/Corporate By-Laws \_\_\_\_\_
  - Federal Employer Identification Number \_\_\_\_\_
  - Any necessary business licenses \_\_\_\_\_
  - Any leases, contracts, or other arrangements which you have regarding your present equipment, office premises, furniture, etc. \_\_\_\_\_
  - Any insurance information on your business \_\_\_\_\_
7. Does your business do retail sales, leases, or rentals of any goods, computer software, warranty contracts, or certain services and amusements? \_\_\_\_\_ If so, have you registered with Tennessee Department of Revenue to file the Sales and Use Tax? \_\_\_\_\_
8. If you are a business on which the Gross Receipts Taxes are imposed (bottlers, utilities, vending, and mixing bar setups), have you registered? \_\_\_\_\_
9. Have you registered for and paid the Franchise and Excise Taxes? \_\_\_\_\_
10. Have you registered for and paid the Tennessee Business Tax? \_\_\_\_\_ Have you registered for and paid any municipal business tax which may apply? \_\_\_\_\_
11. If you are an employer, do you have worker's compensation insurance? \_\_\_\_\_
12. Does your business use a fictitious name (i.e. a name different from the one on your Articles of Organization)? \_\_\_\_\_ If so, have you properly notified the state of Tennessee? \_\_\_\_\_
13. Do all listings, letterheads, signage, and other materials reflect your official business name? \_\_\_\_\_
14. Do all leases and contracts reflect your official business name? \_\_\_\_\_
15. Has any ownership interest of your business been offered or sold since formation? \_\_\_\_\_ If so, did you consult with an attorney regarding possible tax and/or securities law ramifications? \_\_\_\_\_

**Important Note:** This list is not exhaustive, and it does not definitively indicate a legal issue if you answered "No" to any of these questions. This document is only intended to diagnose where there could be legal issues and further inquiry into those potential issues would be advised.