



KIMBERLY SERVICES LLC

New Business Checklist

Business Name

When establishing your business, you want to be sure the name is available and not in use by an existing company. This can be done by simply conducting a "Business Name Search," at your local Secretary of State website

Location

Business location is key in the credibility process. If you do not have a brick and mortar, it would be wise to establish a Virtual Office in your local area.

Entity

You will need to establish a Corporation or LLC with your local Secretary of State. It is key to separate yourself personally from your business. Sole Proprietorships will hold you personally responsible and liable for the business.

Business License

Most industries require a Business License to be in place. Contact the city to find out if your specific industry requires you to have a Business License in place for you to operate legally.

EIN (Tax ID Number)

Your company will be required to obtain a EIN (Employer Identification Number) for tax purposes. Some may refer to this 9 Digit Number as a Tax ID Number.



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New Business Checklist Continued

Business Bank Account

The day you open a Business Bank Account is the date you officially start business in the finance world. It is recommended to obtain an Operating & Expense Account, Income or Revenue Account and a Savings Account. This is to ensure to keep your finances organized for tax purposes.

Business Phone Line

It is essential that a company has a Business Phone Line Separate to your cellphone.

Website

Establish a website for your company, even if it is just an information site.

Domain E-mails

Establish e-mail that is attached to your domain:
Example:
info@mycompany.com

411 Listings

Good online presence is key to company credibility. Most financial institutions will Google your company to see how well your online presence has been established for your company.