

Business Start-up Checklist

Read through this entire book to understand the process of starting a S-corporation

Install the software and forms from the Forms-on-CD if you will be using a computer to complete the forms (Introduction)

Complete the Business Plan Worksheet (Chapter 3)

Prepare your written Business Plan

Complete the Business Marketing Worksheet (Chapter 4)

Prepare your written Marketing Plan

Prepare the Business Financial Worksheet (Chapter 5)

Prepare your written Financial Plan

Prepare your written Executive Summary (Chapter 3)

Compile your final Business Plan package (Chapter 3)

Review the Corporate Paperwork Checklist (Chapter 7)

Complete the Pre-Incorporation Worksheet (Chapter 8)

Review the Pre-Incorporation and Document Filing Checklists (Chapter 8)

Prepare and file your Application for Reservation of Corporate Name (if desired)

Prepare and file your Articles of Incorporation (Chapter 9)

Prepare your Corporate Bylaws (Chapter 10)

Hold first directors meeting using First Directors Meeting Checklist (Chapter 11)

Hold first shareholders meeting using First Shareholders Meeting Checklist (Chapter 12)

Prepare and file IRS Form 2553: *Election by a Small Business Corporation* (Chapter 12)

Prepare any necessary Corporate Resolutions (Chapter 13)

Prepare and issue any Corporate Stock (Chapter 14)

Prepare Employment Contracts for officers and employees of corporation (Chapter 15)

Set up Business Accounting System Chart of Accounts (Chapter 17)

Prepare Income/Expense/Asset/Liability Accounts (Chapter 17)

Open Corporate Business Bank Account

Set up Business Payroll (Chapter 18)

Set up Corporate Tax Payment Schedules (Chapter 19)