



IAS Bookkeeping

NEW BUSINESS CHECKLIST

- Develop a Business Plan & Budget
- Identify your Investment and Funding for your Business
- Define the structure of your business.
- Register your Business with Sunbiz
- Register for an EIN
- Apply for any licenses
- Set-up separate bank account & credit cards
- Find a Bookkeeper & set-up your Chart of Accounts in selected accounting software
- Set-up a system to organize Receipts & Paperwork
- Join Networks to advertise and market your business.
- Identify the need for Payroll
- Sales Tax
- Consult with a Business Coach

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