

# Business Checklist

Forming Your Single-Member LLC



## Step 1: Create a Business Plan

- Name
- Mission
- Budget/Cash Flow Analysis
- BreakEven Analysis
- Marketing Strategy
- Exit Strategy

## Step 2: Form Your Entity

- Select a Registered Agent
- File Certificate of Formation
- Apply for EIN
- Draft Company Agreement

## Step 3: Open a Business Bank Account

- Make sure you have the following:**
- Approved Certificate of Formation
  - EIN
  - Banking Resolution

## Step 4: Find Your Location

- Will your business be fully online?**
- Build a Website
  - Create a Privacy Policy
  - Create GDPR Policy
  - Create Terms and Use Policy

### Will you have a brick and mortar?

- Form Budget (Based on Business Plan)
- Scout Location
- Negotiate Lease
- Draft LOI
- Review/Complete Lease Documents

### Step 5: Obtain Permitting

Based on the business type, location, city, and county requirements, your business may require specific Business Permits, Building Permits, Certificate of Occupancy Permits, Sales Tax Permits, etc. Check with your city and county for more information on what is required.

### Step 6: Launch & Market Your Business

You're off to the races! Now that your business is officially legal, it's time to get creative. Check in with LegalZing's Grow services to see how we can assist you in growing your business venture.

Here at LegalZing we are passionate about inspiring and equipping entrepreneurs and small business owners to run successful businesses. LegalZing has an experienced team of professionals ready to assist you through each of the above steps.



legalzing.co  
hello@legalzing.co  
972-649-5938

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