

# ONLINE BOUTIQUE BOSS CHECKLIST

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*Business Set-up*

## **BUSINESS SET-UP**

*+ Paperwork*

Disclaimer: Always consult with a tax professional and or business lawyer in regards to your business documents, structures/entities, and tax questions. This list and all help guides are from Monika's personal experience.

Requirements may vary depending on the state and county your business resides.

## TASK

## TIPS

Find Your Tax Person

Tax guidelines are different for each county and state. Find a local tax professional within your area to help with your tax questions and bookkeeping needs. Try Yelp.com!

Choose Business Structure

File through your Secretary of State office online or through a service such as legalzoom.com.

Click here for more info on Business Structures

Register Business Name

Register through your Local County Clerk's Office.

Note: Depending on your name and business structure, you may also need to fill out a DBA and publish your name in the newspaper. Ask about it!

Apply for EIN

It's a quick and easy process to apply for your EIN through IRS.gov.

Obtain Business License(s)

Head over to the Clerk-Recorder's office at your local city hall.

Note: You may also need to fill out a "Home-based Business" form. Ask about it!

Obtain Seller's/Resell Permit

Call your local city hall and ask if you are able to obtain a seller's permit online.

# TASK

# TIPS

Open Business Checking and Savings Account

Open at the bank of your choice.

Note: Keep all business transactions separate from your personal accounts. Use a savings account to set aside taxes collected.

Research Business Insurance

Speak to an insurance agent to find out what type of insurance makes sense for your business.

Note: Click here for more info on Business Insurance

Reserve Domain Name

Once you finalize your business name, reserve your domain name (website) before it's taken!

Note: I recommend [www.hover.com](http://www.hover.com)

Open a P.O. Box or Business Address

Reserve a box online through [USPS.com](http://USPS.com) or open a business address box at your local UPS store.

Note: For privacy reasons, don't share your home address online. Your website also looks more professional with a business address!

## NOTES: