



Business Start-up Checklist



- ☐ **Business Plan**
- ☐ **Market Research and Marketing Plan**
- ☐ **Financial Analysis and Projections** – Start-Up and Ongoing Costs
- ☐ **Sources of Business Financing**
- ☐ **Legal Entity Set-Up** – Business Structure – Legal entity setup is done online or through an attorney or accountant.
 - Sole Proprietorship
 - Partnership
 - Limited Partnership
 - Corporation
 - S-Corp/C-Corp
 - Limited Liability Company
- ☐ **Register Business at Utah.gov**
<https://businessregistration.utah.gov/>
 - To check business name availability –
<https://businessregistration.utah.gov/NameAvailabilitySearch>
- ☐ **Obtain a Professional License if Required** (e.g. doctor, contractor, food preparer, etc.)
<https://dopl.utah.gov>
- ☐ **Local Business License** – Contact city/county offices – below are our six county websites. If you are in an incorporated city/town, please be sure to follow their licensing.
 - **Sanpete** 160 N. Main Street, Manti, UT 84642 <https://www.sanpete.com/>
 - **Piute** 550 N. Main, Junction, UT 84740 <https://www.piuteutah.com/>
 - **Sevier** 250 N. Main Street, Richfield, UT 84701 <https://www.sevier.utah.gov/>
 - **Wayne** 18 S. Main, Loa, UT 84747 <https://waynecountyutah.org/>
 - **Millard** 50 S. Main, Fillmore, UT 84631 <https://millardcounty.gov/>
 - **Juab** 160 N. Main, Nephi, UT 84648 <https://juabcounty.gov/>
- ☐ **Federal Employer Identification Number** – www.irs.gov
- ☐ **FinCen BOI Filing** – <https://boiefilingfincen.gov/fileboir>
- ☐ **State Business and Tax Registration** <https://tap.tax.utah.gov/TaxExpress/>
- ☐ **Business Insurance**
- ☐ **Business Bank Account**



For more information – Please call (435) 283-7376 or email cfdocs@snow.edu