STARTING A BUSINESS CHECKLIST

Starting a successful business requires a great deal of preparation. The following is a list of recommendations to help you get your business off to a good start. For a more comprehensive checklist, please see pages 1-4.

1. Preparation
   - Knowledge & Experience
   - Research

2. Planning
   - Business Plan
   - Financing
   - Seek professional advice
   - Business Assistance Programs

3. Select Your Business Name and Structure
   - Understand business structures
   - Check business name for availability at www.filinginoregon.com

4. Register Your Business at www.filinginoregon.com

5. Tax Information for Income & Businesses
   - Federal Taxes & ID Number
   - State Taxes
   - Local Taxes
   - Property Taxes

6. Licensing
   - Check the Business Wizard at www.filinginoregon.com
   - Check License Directory - Oregon Licenses, Permits and Registrations

7. Other Requirements, if needed
   - Department of Environmental Quality
   - Comply with ADA law
   - Patents, Copyrights, and Trademarks
   - Using music in your business
   - Buying wholesale for your business

8. Hiring Employees

9. Ongoing Registration Requirements
   - Renew business registrations, business licenses, and occupational licenses