

# Checklist for Going into Business

- Prepare a comprehensive business plan.
- Read the Guide to Starting a Business in Minnesota from the Minnesota Small Business Assistance Office. <http://mn.gov/deed/newscenter/publications/guidebooks/biz-guidebooks.jsp>.
- Thoroughly estimate your start-up costs. These include: rent, supplies, utilities, insurance, inventory, license/permit fees, legal fees, fixtures and equipment, cash reserves and more.
- Have a record system that will keep track of all of your income and expenses, inventory, payroll records, and tax reports. Have an accountant who will help with your financial statements.
- Insure your business. Some basic types of insurance are: property insurance (includes fire, storm, glass, auto, theft, vandalism), business interruption, liability, workers' compensation, etc...
- Know how to price the goods and services that you sell.
- Identify your suppliers. Have firm agreements with them in place before you start.
- Establish customer payment policies.
- Set up a company bank account that is separate from your personal account.
- Have job descriptions and work policies in place for all employees. Determine benefit packages keeping in mind such things as: payroll tax, health/life insurance, vacation, sick leave, and more.
- Determine the type of business organization for your company - proprietorship, partnership, or corporation. This will have tax and management control consequences.
- Register your business name (if assumed) with the Secretary of State's Office at [www.sos.state.mn.us](http://www.sos.state.mn.us). If you are a corporation, file with the Secretary of State. Partnerships may register with the Secretary of State, but this is not necessary.
- Minnesota businesses will need one or more tax identification numbers. These include the Federal Employer Identification Number, the Minnesota Taxpayer Identification Number, and the Minnesota Unemployment Compensation Employer Identification Number.
- Businesses engaged in making taxable retail sales or providing taxable services will need a Minnesota sales and use tax permit. Go to [www.taxes.state.mn.us](http://www.taxes.state.mn.us).
- The state, counties and municipalities of Minnesota may require one or more licenses for your business. For the state, check with the Minnesota Small Business Assistance Office. For the county and city, check with your local government offices about permits and codes .
- Make sure that the location you select for your business is zoned for your type of business.
- Consult the list of Frequently Requested Numbers at the end of the Resource Guide for website and telephone information.