

**The Bluffton Bookkeeper**  
[www.blufftonbookkeeper.com](http://www.blufftonbookkeeper.com)  
[blufftonbookkeeper@gmail.com](mailto:blufftonbookkeeper@gmail.com)  
 (843) 505-3612

YOUR LOGO  
HERE

## New Company Setup Checklist

COMPANY INFORMATION	
Company name:	
Address:	
Telephone number:	
Fax number:	
Date business started:	
Number of owners:	

CHECKLIST	
<input type="checkbox"/> Choose type of business entity. Business entity type: [Sole Proprietorship/LLC/Corporation]	
<input type="checkbox"/> Set Up E-mail Address	
<input type="checkbox"/> Apply for IRS Employer Identification Number (EIN), if applicable.	To obtain Form SS-4 to apply for an EIN, go to <a href="http://www.irs.gov">www.irs.gov</a>
<input type="checkbox"/> Register with state as a business.	<a href="http://www.scbos.sc.gov">www.scbos.sc.gov</a>
<input type="checkbox"/> Obtain county and city business licenses. If you live within town limits you are required to get an in town business license. Otherwise a county license is fine.	<a href="http://www.cityofbeaufort.org">www.cityofbeaufort.org</a> <a href="http://www.jaspercountysc.org">www.jaspercountysc.org</a> <a href="http://www.townofbluffton.sc.gov">www.townofbluffton.sc.gov</a> <a href="http://www.hiltonheadislandsc.gov">www.hiltonheadislandsc.gov</a>
<input type="checkbox"/> If corporation, file letters of incorporation. If partnership, create and sign partnership agreement.	[Attorney contact information]
<input type="checkbox"/> Purchase insurance plan(s).	[Insurance agency contact info]
<input type="checkbox"/> Create company Web site. Web site address:	
<input type="checkbox"/> Open a Business Banking Account	
<input type="checkbox"/> Choose an accounting method: [Cash/Accrual]	
<input type="checkbox"/> Choose a Software Program and Install/Set Up. Consider contracting with payroll processing firm and/or record-keeping firm.	QuickBooks, Freshstart, Xero, Peachtree
<input type="checkbox"/> Open a business banking account.	
<input type="checkbox"/> Obtain a business credit card.	
<input type="checkbox"/> Establish a salary agreement for each owner and Retirement Plan	

