



Small Business Startup Checklist

Starting a business can be an exciting and challenging endeavor. To achieve success, it is important to become familiar with basic requirements in Georgia. The following checklist provides basic requirements for starting a business but may not be comprehensive to your exact needs.

- Select business structure
- Write a business plan
- Choose a business name
- Obtain a tax identification number
- Register your business with the state
- Establish a relationship with a bank
- Establish a relationship with an accountant, if needed
- Establish a relationship with an attorney, if needed
- Obtain the appropriate type of insurance (liability, life, health, etc.)
- Setup financial record keeping
- Obtain personal property tax information
- Register your business trade name
- Obtain federal, state, county and local tax information
- Check county and local zoning requirements
- Check state and local license requirements
- Obtain and complete your application for a Georgia business license

For detailed information regarding each item visit the Georgia Department of Economic Development <http://www.georgia.org/small-business/start/>

