

NEW BUSINESS CHECKLIST

Select a Business Name & Structure (2 weeks)

- [Sole Proprietorship, LLC, Non-Profit, etc.](#)
- [Register your Trade Name with the Secretary of State](#)
- [Register your business with the Arizona Corporation Commission](#)
- [Report your new business to FinCen](#)

Obtain Required Business Licenses (5-10 days)

- [Transaction Privilege \(Sales\) Tax License](#)
- [Casa Grande Business License](#)
- [Pinal County Business Information](#)

Regulatory (Professional/Special) Licensing/Permits

- [Federal](#)
- [State](#)
- [State | Barbering & Cosmetology Establishment License](#)
- [Pinal County Food Safety Program](#)
- [Arizona Cottage Food Program](#)
- [Arizona Liquor License](#)

If You Have Employees...

- [Federal Employer Identification Number \(EIN\)](#)
- [State Withholding](#)
- [Social Security/Medicare Withholding](#)
- [Self-Employment](#)
- [Unemployment Tax – Form 940](#)
- [Unemployment - Employer](#)
- [Employment Authorization](#)

Financials

- Meet with an accountant or bookkeeper
- Purchase/download bookkeeping software
- Open a business bank account/credit card

Marketing

- Create your logo
- Design and print business cards, brochures, flyers
- Explore Chamber of Commerce membership
- Research and join professional associations in your field
- Create a website
- Create a Google Business Page
- Create your social media pages/accounts (e.g. Facebook, Instagram, LinkedIn)

Small Business Courses/Additional Support

- [Arizona Commerce Authority](#)
- [Arizona APEX Accelerator](#)
- [Arizona Business One Stop](#)
- [Certification as a Veteran Owned Business](#) or [Women-Owned Business](#)

This is not a comprehensive list, but it provides links to the most common information needed to start a small business.

Contact the [Small Business Development Center at Central Arizona College](#) for personalized assistance with starting your own business.