



## 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.

