

# CHECKLIST: New Business Start-Up Guide

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1 Find an accountant and attorney help appropriately structure your business and register as a legal entity with federal and state agencies.

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2 Decide how you will maintain your accounting records with the help of your accountant.

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3 Determine how you plan to finance your business (personal funds, bank financing).

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4 Seek out resources and support. Look for a local chapter of SCORE and see what training and mentoring opportunities they offer.

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5 Research sales and use tax requirements for your area and industry and enlist the help of a professional to ensure compliance with all applicable regulations.

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6 Determine your market and develop a plan to reach your target audience. Focus on your unique selling point.

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There's a lot involved with starting a business, but you don't have to go it alone.  
RKL's small business advisors can help. [Visit rklcpa.com](http://rklcpa.com) to learn more.