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| Private Practice for New Professionals |  |

# New Company Setup Checklist

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

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| CHECKLIST |
| [ ]  | Choose type of business entity.Business entity type: [Sole Proprietorship/LLC/Corporation] |  |
| [ ]  | Select end of fiscal year.Fiscal year-end: December 31 |  |
| [ ]  | Create a business plan. |  |
| [ ]  | Obtain financing. |  |
| [ ]  | Obtain state business license. | To obtain Form SS-4 to apply for an EIN, go to irs.gov |
| [ ]  | Obtain any necessary city business licenses. |  |
| [ ]  | If corporation, file letters of incorporation.If partnership, create and sign partnership agreement. |  |
| [ ]  | Purchase insurance plan(s). |  |
| [ ]  | Create company website. Website address: |  |
| [ ]  | Choose an accounting method: [Cash/Accrual] |  |
| [ ]  | Select and purchase accounting software. |  |
| [ ]  | Install and set up accounting software. |  |
| [ ]  | Open a business banking account. |  |
| [ ]  | Obtain a business credit card. |  |
| [ ]  | Consider contracting with billing processing/bookkeeping firm. |  |
| [ ]  | Establish a budget (financial projections). |  |
| [ ]  | Apply for credentialing with health insurance plans. |  |
| [ ]  | Advertise in directories, social media, and elsewhere. |  |
| [ ]  | Establish and grow your professional network. |  |
| [ ]  | Secure office space and equipment. |  |
| [ ]  | Document your ethical and business procedures. |  |
| [ ]  | Gather and/or create client forms. |  |
| [ ]  | Establish your fee structure. |  |
| [ ]  | Consider credentialing with health insurance plans. |  |
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