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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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