

This summary of registrations is a general guideline and should not be construed as legal or tax advice. There may be special considerations for your specific business and this guide should only be used in conjunction with professional consultation from an attorney and an accountant.

#### A CHECKLIST FOR GETTING STARTED IN BUSINESS

In order to help you adequately prepare yourself legally, financially and in practice, the following list of questions has been compiled as a service to the small business community by the New Jersey Small Business Development Center, Rutgers University, Camden.

KEY: C = Completed P = Pending U = Under Consideration D = Discussed NA = Not Applicable

- \_\_\_\_ 1. How do you plan to legally organize your business in New Jersey?  
Sole Proprietorship  
Partnership  
Corporation  
Limited Liability Company
- \_\_\_\_ 2. If you have or will incorporate, will you be filing for "S" Corporation Status?
- \_\_\_\_ 3. Have you checked local ordinances regarding zoning, licenses, etc?
- \_\_\_\_ 4. If you are not incorporating or setting up a limited liability company or trading under your own name,  
have you registered with the County Clerk?
- \_\_\_\_ 5. Have you registered your business with the State of New Jersey, Division of Revenue? Order your  
free copy of the New Jersey Complete Business Registration Package.  
(1-800-323-4400)
- \_\_\_\_ 6. Have you contacted the New Jersey Office of Business Advocate to determine any state  
licensing or regulatory requirements? (1-800-533-0186)
- \_\_\_\_ 7. Have you applied for a Federal Employer Identification Number (EIN) if it is needed?
- \_\_\_\_ 8. If others will be working for you, are you aware of your employer responsibilities?  
(Federal & State  
payroll requirements, applications, contracts, Form I-9, etc.)
- \_\_\_\_ 9. Are you aware of the small business workshops and seminars offered by the NJSBDC?
- \_\_\_\_ 10. Do you have legal issues that should be addressed by an attorney?
- \_\_\_\_ 11. If you have a partner, do you also have a written partnership agreement?
- \_\_\_\_ 12. Are you buying an existing business? Or Franchise? Is there sufficient information available?
- \_\_\_\_ 13. Have you estimated how much cash you will need to start your business?
- \_\_\_\_ 14. Have you estimated your potential sales revenue and expenses?
- \_\_\_\_ 15. Have you prepared a written monthly personal budget?

- \_\_\_16. Are you going to purchase or lease your equipment? Have you determined the savings of either method?
- \_\_\_17. If you are buying used equipment, have you checked with the State Department of Revenue for liens for unpaid sales tax? Have you checked with the county to determine any UCC filings or chattel mortgages? Have you obtained a bill of sale from the seller containing an affidavit that they have full right to sell and transfer equipment and that it is free and clear of any and all liens, mortgages, debt, and other encumbrances or claim of any kind?
- \_\_\_18. Have you checked out your location? Is there sufficient traffic to support the business according to marketing experts and/or trade associations?
- \_\_\_19. Will you be leasing your property?
- \_\_\_20. Do you have the proper types of insurance coverage for your business: worker's compensation; disability; liability; property/fire; life; automobile; crime; group health; rental value flood; etc?  
BE SURE TO COMPARE PREMIUM PRICES AMOUNT AT LEAST THREE (3) AGENTS.
- \_\_\_21. Has an independent appraiser calculated the replacement value of your property to determine how much insurance you need?
- \_\_\_22. If you have to borrow money for the business are you aware of the lenders criteria?
- \_\_\_23. Have you submitted a loan application form? Have you talked to a Loan Officer?
- \_\_\_24. Do you have a record keeping system set up?
- \_\_\_25. If you will accept checks, have you established check cashing procedures and safeguards?
- \_\_\_26. Have you established in writing formal credit procedures?
- \_\_\_27. Are you using independent contractors and do you know what forms and documents you must ask for?  
(Certificate of Insurance, etc.) (IRS Criteria for determining relationship.)
- \_\_\_28. Do you need an employee compensation package? If no, have you at least made provisions for State Unemployment and Disability and Worker's Compensation?
- \_\_\_29. Do you have covenants forbidding employees and/or consultants from revealing your trade secrets, trade lists or other confidential information, and from competing with you after they leave your employ? If "no", be sure to see an attorney.
- \_\_\_30. Do you have an employee handbook?
- \_\_\_31. Is the State of New Jersey a potential customer? If so, are you familiar with the registration process for the SAVI system; the Certification of Women or Minority businesses; or how to get on the state's

Bidder's Mailing List?

- \_\_\_ 32. Do you need a Patent or Trademark? If "yes" have you applied for it?
- \_\_\_ 33. Do you have a Will and/or Living Will prepared?
- \_\_\_ 34. Have you a written marketing plan? It can help you to know your customers and their needs.
- \_\_\_ 35. Have you written a business plan? Do you have your goals and plans in writing?  
A business plan is  
an essential guide, even when not needed by your bank as documentation for a loan.