

MY BUSINESS & BANK INFORMATION

BUSINESS NAME _____ BANK NAME _____
EIN/TAX ID # _____ ACCOUNT# _____
BUSINESS PHONE: _____ ROUTING# _____

REGISTERED AGENT/BUSINESS ADDRESS

MINDING MY BUSINESS CHECKLIST

Apply for an EIN

I can do this on my own and it is free.

Create an LLC

I can hire a lawyer, pay a registered agent, or file with the state on my own.

Open a business bank account

I can do this on my own and it can be free depending on the bank I choose.

Design a website with email

I can do this on my own or a hire a designer. Either way, I need a host.

OTHER BUSINESS INFO/NOTES



MINDING MY BUSINESS : TEAM MEMBERS

Hey, There!

My desire for you is that you are all about your business. For businesses to gradually and sustainably grow you need people. Do not think of your business as a one-man/one-woman operation. You need team members and eventually you'll hire freelancers then even your own employees. There are three professionals to onboard as soon as or right after you start your business. These people will help you protect the three things you never want vulnerable in business--your freedom, your money, and your property (including and especially your intellectual property.)

MINDING MY BUSINESS TEAM MEMBERS CHECKLIST

Hire a bookkeeper

...because you need monitoring, reporting, and assessment with another pair of eyes.

Hire an attorney

...because your name and property is worthy of legal protection.

Hire a tax accountant

...because taxes are real + expensive and someone needs to help you save your money.

Decide how to approach tech

...because business runs smoother with tech + website support.

OTHER BUSINESS INFO/NOTES
