

Small Business Startup Package Included Services Checklist



An initial hour-long consultation:

- Discuss your business plan.
- Discussion of the form of business, or entity, best suited for your new venture.
- Develop plan customized to registering and forming your new business.



Registration of your new business:

- Federal agencies (IRS primarily):
 - Employer Identification Number
 - S Corp election
- State agencies, to include:
 - Secretary of State
 - Master Business License
 - Department of Revenue
 - Employment Security Department
 - Bureau of Labor & Industries
- Local:
 - City of Vancouver business license
- Other identified agencies, e.g. D-U-N-S number



An hour-long wrap consultation:

- Presentation of your new “minutes” or records book.
- Discussion of best practices for a small business.
- Next steps you should take.