



THE —————
BUSINESS OWNERS
————— CHECKLIST

DAVEY JAY LAW

ENTERTAINMENT | BUSINESS | INTELLECTUAL PROPERTY



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BUSINESS OWNERS
CHECKLIST

1.

**PERFORM A TRADEMARK SEARCH
BEFORE CHOOSING A NAME OR LOGO**

- a. This is more than just searching the Division of Corporations or the USPTO
- b. Finding out that your name/logo infringes a trademark after you launch means you'll probably have to rebrand, which is expensive and time-consuming!

2.

**CONSULT WITH YOU ACCOUNTANT
REGARDING THE BEST ENTITY TYPE
FOR YOUR TAX SITUATION**

- a. Some entities have options for how they are taxed, others do not.
This is not a one-size-fits-all situation.

For information only - not legal advice. Please consult an attorney regarding your specific needs!



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3.

DETERMINE WHO YOUR REGISTERED AGENT WILL BE

- a. This person must be available at the address listed during regular business hours.

4.

HAVE YOUR ENTITY DOCUMENTS DRAFTED (OPERATING AGREEMENT, BYLAWS, MINUTES, ETC.) THEN FILE WITH THE STATE TO FORM YOUR LLC OR CORPORATION

5.

GET YOUR TAX ID NUMBER (EIN) FROM THE IRS

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6. OPEN A BUSINESS BANK ACCOUNT

- a. Make sure you don't commingle personal and business funds! That could cause big problems later on.

7. FILE TRADEMARK REGISTRATIONS FOR YOUR NAME AND LOGO

8. ENSURE THAT YOUR BENEFICIAL OWNER REPORT IS FILED ON TIME AND PROPERLY.

- a. There are hefty fines for failing to do so!

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9.

OBTAIN REQUIRED LICENSES AND PERMITS, SUCH AS A BUSINESS LICENSE FROM YOUR TOWN, CITY, AND/OR COUNTY

10.

TALK TO YOUR INSURANCE AGENT ABOUT WHICH POLICIES ARE REQUIRED AND WHICH ARE OPTIONAL BUT ADVISABLE

- a. For example, you may be required to carry Worker's Comp, but General Liability may be wise as well!

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**HAVE MORE QUESTIONS?
CONTACT US TODAY!**



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