



NEW BUSINESS CHECKLIST (LLCS AND CORPORATIONS)

- Entity Type
 - LLC: member-managed, manager-managed, board-managed
 - Corporation
- Taxation Selections
 - LLC: disregarded entity, partnership, s-corporation, c-corporation
 - Corporation: s-corporation, c-corporation
- Name Selection
 - Required Identifier
 - Name Clearance: Minnesota Secretary of State, USPTO, general usage (e.g. internet)
- File Company
 - LLC: Articles of Organization
 - Corporation: Articles of Incorporation
- Organizational Documents
 - LLC: Operating Agreement
 - Corporation: Bylaws, Shareholder Control Agreement
 - Multiple Owners: Buy/Sell Provisions
- Assumed Name
 - Certificate of Assumed Name
 - Publication of Certificate of Assumed Name
- Trademark or Service Mark Filings
 - State: Minnesota Secretary of State
 - Federal: USPTO
- Tax Documents
 - EIN: complete and file Form SS-4
 - S-Corporation: complete and file Form 2553
- Additional Registrations or Certifications
 - Examples: Minnesota State Tax ID Number, Professional Firms Act
- Other Business Agreements
 - Examples: office lease, independent contractor, employment, non-disclosure, service, website terms of use, privacy policy
- Financing Needs