



## *Equipping You to Succeed in Business!*

### **Business Start-Up Checklist**

1. **Register a Trade Name for your business:**  
Registration for Sole Proprietorships, General Partnerships, LLC's and Corporations can be done on-line electronically with the Colorado Secretary of State at: <http://www.sos.state.co.us/biz/FileDoc.do>.
2. **Visit the Colorado Business/Industry License database to see what licenses are required for your specific type of business:**  
The state of Colorado does not issue or require a generic general business license. Licenses are issued by various cities and state agencies for specific types of business, activities and professions. To see what licenses will be required for your business, visit <http://www.colorado.gov/oed/industry-license/index.html>.
3. **Set-up taxes for the business:**
  - Attend FREE Tax Classes: For dates, times, and locations, visit: <http://www.taxcolorado.com> and click on the Tax Classes link.
  - Sales Tax License Form: You will need to fill out a CR100 (trade name and sales tax license form combined). Visit <http://www.taxcolorado.com> and click on the Forms link.
  - Business Personal Property Tax: Contact the County where your business is located.
4. **Fill-out your Federal Application for Employer Identification Number (FEIN or EIN):**  
Registration for an FEIN or EIN can be done for FREE at <http://www.irs.gov> (Search for the SS-4 online application), or by Phone at 1-800-829-4933.
5. **Start projecting what the finances of the business will look like:**  
Consider a Cash Flow Projection, Sales & Financial Forecasting, etc. Free templates are available at [http://www.score.org/template\\_gallery.html](http://www.score.org/template_gallery.html).
6. **Protect your business:**  
Visit the United States Patent and Trademark Office website at <http://www.uspto.gov/> to see if you will need to file for any patents, copyrights, or trademarks to protect any intellectual property belonging to you or your business.
7. **Look into various funding options for the business.**
  - Micro Loan Programs:** *Non-bank funding*  
Colorado Enterprise Fund: 303-860-0242, [www.coloradoenterprisefund.org](http://www.coloradoenterprisefund.org)  
ACCION: 303-904-9362, [www.accion.org](http://www.accion.org)  
Seedco (For businesses located in Denver only): 303-297-7384, [www.seedcofinancial.org](http://www.seedcofinancial.org)  
Rocky Mountain MicroFinance Institute: 720-941-5037, [www.rmmfi.org](http://www.rmmfi.org)
  - Traditional Bank Funding**  
US Small Business Administration: 303-844-2607, <http://www.sba.gov/financialassistance/>  
Colorado Business Bank (Littleton Branch): 303-292-1555, <https://www.cobizbank.com/>  
Colorado Lending Source: 303-657-0010, <http://www.coloradolendingsource.org/>



•**Grant Information:** *(There are no grants to start or run small businesses; grants available for research/scientific endeavors only)*

SBDCNet: <http://sbdcnet.utsa.edu/SBIC/finance.htm>

US Small Business Administration: <http://www.sba.gov/aboutsba/sbaprograms/sbir/index.html>

Grant Station: <http://www.grantstation.com/>

**8. Open a Business Checking Account:**

You will need the Articles of Good Standing for your company (visit the Colorado Secretary of State website at <http://www.sos.state.co.us/pubs/business/main.htm> to download the document after you have registered and paid), an FEIN number, and any licenses necessary for your company.

**9. Write a Business Plan:**

Visit the following websites to see and download business plan templates or **register to attend** the next Business Plan Basics workshop hosted by the South Metro Denver SBDC.

US Small Business Administration: <http://www.sba.gov/smallbusinessplanner/plan/writeabusinessplan/index.html>

SBDCNet: <http://sbdcnet.org/SBIC/bplans.php>

My Own Business: <http://www.myownbusiness.org/s2/>

Pitch Then Plan: <http://www.pitchthenplan.com/homepage.htm>

Business Resource Software, Inc.: <http://www.strategyinsight.com/>

BPlans.com: [http://www.bplans.com/sample\\_business\\_plans.cfm](http://www.bplans.com/sample_business_plans.cfm)

**10. Research if you would be like to become certified as a Minority or Women-Owned business:**

More information about small business certifications, how to become certified, and business opportunities available to these businesses is available through the state Office Economic Development & International Trade: <http://www.colorado.gov/cs/Satellite/OEDIT/OEDIT/1167928085014>

**Additional Resources:**

**Colorado Business Resource Guide:** One document that has all of the information for doing business in Colorado. Available at <http://www.coloradosbdc.org/>.

**Colorado Business Express:** To begin, visit <http://www.colorado.gov/cbe/> and select whether you are starting a new business and need information to form your business, or you are an existing business and would like a list of services and information.

**US Small Business Administration Small Business Planner:** A comprehensive, step-by-step guide on how to set-up and begin running your own business. Available at <http://www.sba.gov/smallbusinessplanner/index.html>.

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