

Checklist of key tasks to complete within the first 30 to 90 days of forming a business

- Obtain an EIN from the IRS.
- Open a business bank account to send and receive payments.
- Choose a business accounting system.
- Establish contracts with clients and set up an invoicing system.
- Apply for any insurance coverage your business needs.
- Register for any required taxes.
- Add all reporting deadlines to your compliance calendar.
- Check the renewal date and price for your registered agent service, if you're using one.
- Establish recordkeeping practices for your LLC, including meeting minutes if it holds formal meetings.