

Starting and running a successful business requires additional time and effort dedicated to completing administrative and legal tasks that keep you, your customers, and your business happy and safe. The questions below follow the topics discussed in the course, but some topics may be irrelevant to you, so feel free to jump around. You can use the fillable PDF form fields or print the worksheet and write in the space provided.

**INSTRUCTIONS:** This worksheet has two parts. First, use the checklist to identify which items require more thought and research. If you feel that you need to do more research or find answers for the question, place a checkmark in the column beside the Action Item. Second, answer the questions in the worksheet section, which will document your thoughts, ideas, and action items as they relate to various legal requirements in your business. If you have your own way of doing things, replace our words with yours (We left a few blank rows). The purpose of this worksheet is to help you succeed; use whatever method(s) works for you.

## **CHECKLIST**

Do you need a business name (DBA)?

Have you researched Federal, State, and Local business naming laws and requirements?

Have you researched Federal, State, and Local labor laws?

Have you researched your need for and how to obtain an EIN?

Have you researched Federal, State, and Local tax requirements?

Income tax

Estimated tax

Self-employment tax

Employment tax

Excise tax

Sales tax

Have you researched zoning ordinances? (home-based and brick & mortar)

Have you researched securities registrations requirements?

Have you researched Permits & Occupational/Professional licenses?

Have you researched necessary OSHA requirements?

Have you researched Federal, State, and Local environmental regulations?

Have you researched necessary components to conduct risk management for your service/product?

## WORKSHEET

1. Have you determined the Federal, State, and Local requirements for your business? If so, briefly jot them down below, or take a few minutes to try the [BusinessUSA tool](http://business.usa.gov/start-a-business) online (<http://business.usa.gov/start-a-business>), or use your favorite search engine to help gather the information you need. If you are also planning to use a “DBA,” write it down here too.
  
2. Workplace laws and standards. If you were able to visit the U.S. Department of Labor’s (DOL) web site called ‘[elaws – FirstStep Employment Law Advisor](#)’ you probably have a better idea about employment laws, explanations of recordkeeping, notices, and reporting requirements for your business. The course also discussed Federal laws such as ADA, FMLA, and USERRA. Use the space below to write your questions or concerns about these workplace laws as they relate to your business.
  
3. Identify tax collection & reporting. If you are interested in obtaining a Federal Employment Identification Number (EIN), you can find more information at the IRS’ Business Tax website (<http://www.irs.gov/Businesses> ). Use the space below to write down other concerns you have about the EIN process and your business.



# SBA LEARNING CENTER

U.S. Small Business Administration

## Checklist/Worksheet – Legal Requirements for Small Businesses

### RESOURCES:

This worksheet is intended to help you document your ideas and possible solutions to common challenges small businesses face daily. You are not alone! If you would like talk to someone about your business, the SBA has a broad network of skilled counselors and business development specialists waiting to help your business start, grow, and succeed. Below is a short description of our resource partners:

- There are more than 1,000 **Small Business Development Centers (SBDCs)** located around the country. SBDCs provide management assistance to current and prospective small business owners.
- **SCORE** is a powerful source of free and confidential small business advice to help build your business. More than 10,000 SCORE volunteers are available to share their experience and lessons learned in small business.
- **Women’s Business Centers (WBCs)** assist entrepreneurs in achieving their dreams by helping them start and run successful businesses. Over 90 WBCs are located around the country.
- The **SBA** has over 60 **District Offices** located throughout the country to help you start and grow your business.
- The **SBA Learning Center** provides self-paced online training courses, videos, worksheets, and checklists designed by business development specialists and educators to help entrepreneurs learn about business ownership. Courses provide introductory and intermediate entrepreneurship education on a variety of topics.
- The **SBA’s Office of Women’s Business Ownership (OWBO)** serves as an advocate for women-owned businesses. The office oversees a nationwide network of 110 Women’s Business Centers that provide business training, counseling and mentoring geared specifically to women, especially those who are socially and economically disadvantaged. The program is a public-private partnership with locally based nonprofits.
- The **Veterans Business Outreach Program (VBOP)** provides entrepreneurial development services such as business training, counseling and mentoring, and referrals for eligible veterans who own or are considering starting a small business. The SBA has 15 organizations participating in this cooperative agreement and serving as Veterans Business Outreach Centers (VBOC).
- **Procurement Technical Assistance Centers (PTACs)** provide local, in-person counseling and training services for small business owners. They provide technical assistance to businesses that want to sell products and services to federal, state, and/or local governments. PTAC services are available either free of charge, or at a nominal cost. PTACs are part of the Procurement Technical Assistance Program, which is administered by the Defense Logistics Agency.
- **BusinessUSA** is a centralized, one-stop platform that makes it easy for businesses to find and access federal services. BusinessUSA lets you easily search by topic, industry or ownership type, and provides tailored results that can help you during every stage of business, from starting up to going global or selling to the government. Find more information by going to <http://business.usa.gov/>

Find all your local resources in one place using our handy zip-code tool: [www.SBA.gov/local-assistance](http://www.SBA.gov/local-assistance)

For more information about SBA programs and services, please download the *2014 Resource Guide for Small Business*, available for download at the following URL: [http://www.sba.gov/about-sba/what we do/resource guides](http://www.sba.gov/about-sba/what_we_do/resource_guides)