



BOOKKEEPING SIDE HUSTLE START-UP *Checklist*

LEARN YOUR SIDE HUSTLE

- Enroll in the **Not Your Average Bean Counter 'Bookkeeper Bootcamp'**
GO TO WWW.NOTYOURAVERAGEBEANCOUNTER.COM TO ENROLL IN OUR NEXT COURSE!

PLAN YOUR BUSINESS

- Determine your 'why'
DON'T SKIP THIS STEP! IT WILL KEEP YOU MOTIVATED
- Create a business plan
SBA.GOV IS A GREAT RESOURCE
- Create a financial plan
SET A GOAL OF HOW MUCH YOU WANT TO MAKE AND HOW MUCH IT WILL COST YOU

SET UP YOUR BUSINESS

- Decided on a legal structure (e.g., Corporation, LLC, or Sole Proprietorship)
SOLE PROPRIETOR IS EASIEST BUT CONSIDER YOUR LONG TERM GOALS TO DETERMINE THE BEST OPTION
- Decide on a business name
IF YOU ARE A SOLE PROPRIETOR CONSIDER REGISTERING YOUR COMPANY NAME AS A 'DBA'
- Register a domain name, set up a website, and a custom email
GOOGLE DOMAINS IS A GREAT ONE STOP OPTION FOR ALL 3
- Apply for an EIN with the IRS and local or state business licenses
VISIT IRS.GOV TO COMPLETE THE ONLINE PROCESS
- Open a business bank account
YOU WILL NEED YOUR EIN TO COMPLETE THIS STEP!

PREPARE TO OPERATE YOUR BUSINESS

- Register for Quickbooks Online Accountant
THIS WILL HELP YOU MANAGE YOUR CLIENT'S BOOKS IN ONE PLACE
- Decide on your service offerings and pricing
CONSIDER THE GOALS YOU SET IN YOUR FINANCIAL PLAN

