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

THIS IS NOT INTENDED TO BE ADVICE. YOU SHOULD CONSULT YOUR ATTORNEY FOR LEGAL ADVICE.