

	Steps to take	Comments	Website and Phone	Fee?
1	<b>Decide on your legal status</b>	Determine best entity for both business and tax purposes, such as Sole Proprietorship, Partnership, C Corporation or Limited Liability Company.	Obtaining legal and tax advice, highly recommended	Yes
2	<b>Register with the State of Florida</b>	Do a <b>search</b> to make sure the proposed name is not taken. Register your name.	<a href="http://www.sunbiz.org">www.sunbiz.org</a> 850-245- 6052	Yes
3	<b>Ensure all legal documents are in order for the legal entity chosen</b>	Obtain legal guidance.		Yes
4	<b>Obtain a Tax ID Number</b>	This is the unique identification for your business. Call the IRS or go online.	<a href="http://www.irs.gov/businesses/small/">www.irs.gov/businesses/small/</a> 800-829-4933	No
5	<b>Register with the Local Government</b>	Register with your local tax collector's office. Go onto your county's website and do a search: BUSINESS TAX RECEIPT.	<a href="http://www.coj.net/departments/tax-collector.aspx">http://www.coj.net/departments/tax-collector.aspx</a> 904-630-1916	Yes
6	<b>Complete Entity and/or Sub-Chapter "S" Election</b>	These are IRS forms you can complete and mail.	<a href="http://www.irs.gov">www.irs.gov</a> 800-829-1040	No
7	<b>Obtain a Sales Tax Number</b>	You need this license <b>ONLY</b> if you are selling tangible items.	<a href="http://dor.myflorida.com/dor/gta.html">http://dor.myflorida.com/dor/gta.html</a> 800-352-3671	No
8	<b>Register with Federal &amp; State Tax Depts.</b>	This includes income taxes/employee taxes. Your bookkeeper or accountant can set this up.	<a href="http://www.irs.gov/businesses/small/article/0,,id=98810,00.html">http://www.irs.gov/businesses/small/article/0,,id=98810,00.html</a> 800-829-1040 <a href="http://www.myflorida.com/dor">www.myflorida.com/dor</a> 800-352-3671	No
9	<b>Open a Business Bank Account</b>	You will be required to provide most of the documentation above before you can open a business account.	n/a	Yes
10	<b>Obtain Proper Insurance</b>	Contact an insurance agent to get a quote on insurance such as, General, Professional Liability or Worker's Compensation.	<a href="http://www.myfloridacfo.com/sitePages/services/flow.aspx?ut=Insurance">http://www.myfloridacfo.com/sitePages/services/flow.aspx?ut=Insurance</a> 800-342-2762	No

**Entrepreneurial Growth Division**  
**JAX Chamber**  
 Small Business Center ♦ Jacksonville Women's Business Center



	Steps to take	Comments	Website and Phone	Fee?
11	<b>Setup a Recordkeeping System</b>	QuickBooks is the #1 software system used by small businesses.	<a href="http://www.intuit.com">www.intuit.com</a> 888-320-7276	Yes
12	<b>Register with Dunn &amp; Bradstreet</b>	You must register with Dunn & Bradstreet to participate in procurement programs.	<a href="http://www.dnb.com">www.dnb.com</a> 866-705-5711	No
13	<b>Sign up on SAM*</b> <b>*Note: Only if seeking to do business with the Federal Government</b>	You must register with SAM if you are seeking to do business with the Federal Government.	<a href="http://www.sam.gov/">http://www.sam.gov/</a>	No
To consider	<b>Non-Profit Center of Northeast Florida</b>	If you are considering a non-profit business, the Non-Profit Center is your best resource for helping navigate the legal and financial requirements for operating a non-profit.	<a href="http://www.nonprofitctr.org">www.nonprofitctr.org</a> 904-390-3222	No
To consider	<b>Obtain a Small Business attorney</b>	You will need an attorney who specializes in small business issues to assist on legal matters.	<a href="http://www.jaxbar.org/lawyer_referral.php">http://www.jaxbar.org/lawyer_referral.php</a> <a href="http://www.sbrn.org/network_directory.asp">http://www.sbrn.org/network_directory.asp</a> <a href="http://www.sbdc.unf/thinking-of-starting-abusiness.php">http://www.sbdc.unf/thinking-of-starting-abusiness.php</a>	Yes & No
To consider	<b>Small Business Development Center at UNF</b>	Small business assistance and/or assistance with obtaining government contracts.	<a href="http://www.sbdc.unf.edu/index.php">http://www.sbdc.unf.edu/index.php</a>	Yes & No
To consider	<b>Chamber's Small Business Center (SBC)</b>	Contact SBC for SCORE counselors and workshops.	<a href="http://www.jaxsbc.com">www.jaxsbc.com</a> Shirley Moore, Manager, 904-366-6618 <a href="mailto:shirley.moore@myjaxchamber.com">shirley.moore@myjaxchamber.com</a>	Yes & No
To consider	<b>Jacksonville Women's Business Center (JWBC)</b>	See JWBC for education, mentoring, counseling and business connections for women.	<a href="http://www.jaxWBC.com">www.jaxWBC.com</a> Pat Blanchard, Director, 904-366-6640 <a href="mailto:pat.blanchard@myjaxchamber.com">pat.blanchard@myjaxchamber.com</a>	Yes & No
To Consider	<b>U.S. Small Business Administration</b>	Assistance with loans, online training and business certification	<a href="https://www.sba.gov/offices/district/fl/jacksonville">https://www.sba.gov/offices/district/fl/jacksonville</a> 904-443-1900	
To consider	<b>JAX Chamber</b>	Inquire about the benefits of Chamber membership and rates.	<a href="http://www.myjaxchamber.com">www.myjaxchamber.com</a> Barbie Kreacic, Member Relations Coordinator 904-366-6628 <a href="mailto:barbie.kreacic@myjaxchamber.com">barbie.kreacic@myjaxchamber.com</a>	Yes