

New Business Check-List

For All Businesses

- 1. Begin Your Business – Pacific County EDC: <http://www.pacificedc.org/>
Business Plan -- Obtain
Has your business idea been thoroughly researched?
What is your competitive edge?
Identify your customer base: is it large enough to support you?
Develop a personal budget and a 12 month business projection.
- 2. Protect Your Business Idea
Do you need a patent or trademark? US Patent and Trademark Office: <http://www.uspto.gov/>
- 3 Select Your Business Name And Structure
Research Trade Names: <https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/>
Business Structures: Sole Proprietorship, General Partnership, Limited Partnership, Limited Liability Partnership (LLP), Limited Liability Company (LLC), Corporation
<http://www.dol.wa.gov/business/ownershipstructures.html>
- 4. Check State License Requirements: <http://www.dol.wa.gov/business/>
- 5. Check Local License Requirements
Doing business in one of Pacific County's four incorporated cities?
City of Ilwaco: (360) 642-3145
City of Long Beach: (360)642-4421 <http://www.longbeachwa.gov/html/forms.html>
City of Raymond: (360) 942-4100
City of South Bend: (360) 875-6404
- 6. Check Zoning for Business Location – Pacific County: <http://www.co.pacific.wa.us/>
- 7. Obtain Income Tax Information
Consult an accountant
The IRS: <http://www.irs.gov/businesses/index.html>
Obtain Federal Tax I.D. Number, if needed
- 8. Trade and Contractor Licensing: <http://www.lni.wa.gov/TradesLicensing/default.asp>

Additional Requirements for Businesses with Employees

- 9. Obtain Federal Tax I.D. Number, if not applied for at step 7.
- 10. Obtain Withholding Exemption Certificate (W-4 Form) For Each Employee from IRS: <http://www.irs.gov/>
- 11. Obtain Immigration and Naturalization I-9 Forms For Each Employee
US Citizenship and Immigration Services: <http://www.uscis.gov/files/form/I-9.pdf>
- 12. Contact Bureau of Labor and Industries For Employer Information: <http://www.lni.wa.gov/>
- 13. Obtain Workers' Compensation Insurance: <http://www.lni.wa.gov/ClaimsIns/default.asp>

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