



URBAN AZ FINANCIAL

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STARTING A BUSINESS

New Business Startup Checklist

Turn a business idea into an organized setup plan. Work through these foundational steps before committing to avoidable costs or accepting customers.

1 Validate the business fit

- ☐ Define your customer, the problem you solve and the product or service you will sell. Test demand with real customer conversations.
- ☐ Estimate startup costs, pricing, monthly expenses and personal cash needs. Decide what you can fund without relying on unapproved credit.
- ☐ Compare entity and tax options with qualified advisers. A state LLC filing does not itself create an S corporation tax election.

2 Complete the setup

- ☐ Check name availability and potential trademark issues. Register the entity if needed; keep approval documents and ownership records.
- ☐ For an Arizona LLC, appoint a statutory agent and follow the Commission's publication instructions. Prepare an operating agreement with legal help as needed.
- ☐ Determine whether you need an EIN. Form an LLC or corporation with the state before applying; the IRS issues EINs without a fee.
- ☐ Check state, city, county and industry licensing. Arizona TPT applies to specified taxable activities, not automatically to every business.

3 Set up money and operations

- ☐ Open a separate business bank account and choose bookkeeping tools. Track owner contributions, income, expenses and receipts from day one.
- ☐ Confirm tax filing, estimated payment and employer obligations with your adviser. Calendar applicable registrations and due dates.
- ☐ Review insurance, customer agreements, payment terms and data security. Confirm permits and delivery capacity before accepting paid work.

Your next step: identify the three setup gaps most likely to delay your start. Resolve licensing, legal and financial blockers before launch; then use the Business Launch Readiness Checklist to test operations.

Find the right starting point

Use Urban AZ Financial's Business Match Assessment to identify a practical path for your idea, experience and goals.

[Start My Business Match Assessment >](#)

Sources • Reviewed October 10, 2026: [IRS EIN guidance](#) | [Arizona business tax and licensing](#) | [ACC business FAQs](#)

General education, not legal or individualized tax advice. Requirements vary by activity and location. Formation alone does not ensure compliance or liability protection.