



How to Start a Business in Florida (Checklist)

1. **Form a Business Entity** ___
 - a. Choose to create an LLC, partnership, corporation, or Florida Limited Partnership ___
 - b. File legal documents ___

2. **Register with the Secretary of State** ___
 - a. Choose a business name ___
 - b. Do a search to see if your business' name is already taken ___
 - c. Submit a name registration form to the Florida Division of Corporations ___
 - d. Pay the registration fee (\$50.00) ___

3. **Get an Employer Identification Number** ___
 - a. Apply for an EIN at irs.gov ___
 - b. Record EIN for future use after receiving confirmation ___

4. **Sign up to Pay Taxes** ___
 - a. Create an account with the Florida Department of Revenue ___
 - b. Check local business tax laws to find out what the municipal/county rates are and who you need to pay ___

5. **Obtain Applicable State Licenses and Permits** ___
 - a. Get information through the Florida Department of Business & Professional Regulation website ___
 - i. Find requirements for your industry ___
 - ii. Apply for applicable licenses ___
 - iii. Pay licensing/permit fees ___

6. **Pick a Location**
 - a. Find an area that has lots of customers in your target market ___
 - b. Look for a building with nearby foot/vehicle traffic ___
 - c. Consider accessibility from neighboring states ___

7. **Market Your Business**
 - a. Build a website ___
 - b. Create social media accounts ___
 - c. Advertise on billboards ___
 - d. Collect customer information and start email marketing ___