

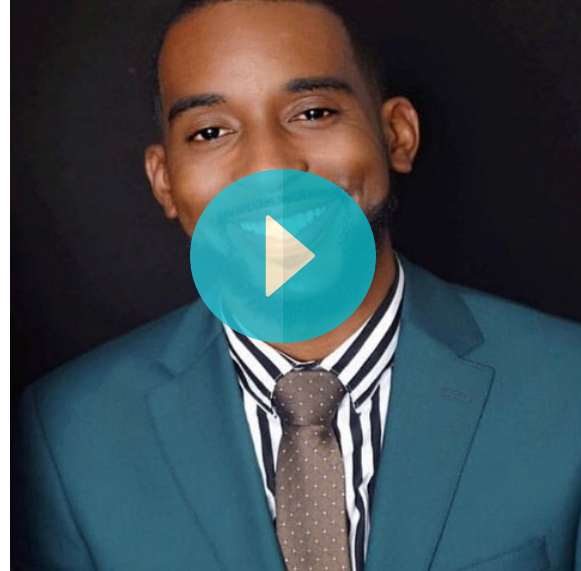
HOW TO START A BUSINESS

COMPILED BY SANDIFER CONSULTING GROUP

SANDIFER CONSULTING GROUP
BUSINESS FORMATION & ADVISORY

Want to start a business, but don't know where to start?

Starting a business can be confusing and difficult especially when you don't have much experience doing so. This infographic will give you the basic steps needed to start a business entity in Florida, Louisiana and Texas, though the steps can be used for any US State.



Video from our CEO Series on the most important things to keep in mind for a business

I. ASK YOURSELF THE TOUGH QUESTIONS

1. What is my business going to sell? Will I sell a particular product or a service?
2. Who am I going to sell the product or service to?
3. How will I market this product or service?
4. How much will it cost me to provide the product or service to customers (What are my expenses? Marketing, Supplies, Accounting etc.)
5. How much will I charge for my product or service? Approximately what will my profit be on each transaction?
6. Are there any special licenses or certifications that we must get in order to operate our business?

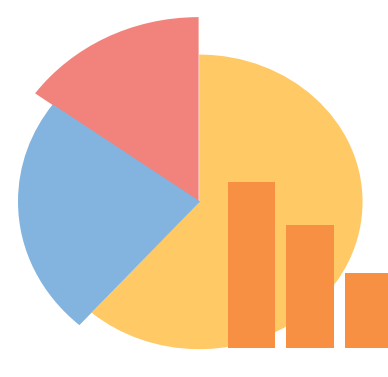
II. CREATE A BUSINESS PLAN

After you've finished asking yourself the questions above its now time to start planning. At the core of all new businesses is a Business Plan. When I say "Business Plan" I simply mean a concise, well thought out plan of action.

It doesn't matter if you wrote your plan out on a piece paper or you have a detailed 75 page document either of the two is fine depending on whether you plan on seeking outside funding for your business or not.

With that being said banks want to know that if they loan you money to start your business that you know exactly what you're going to do with that money in order to generate more of it and ultimately pay them back.

[Learn how to Write a Business Plan.](#)



Start Up Steps | Officially Forming A Business

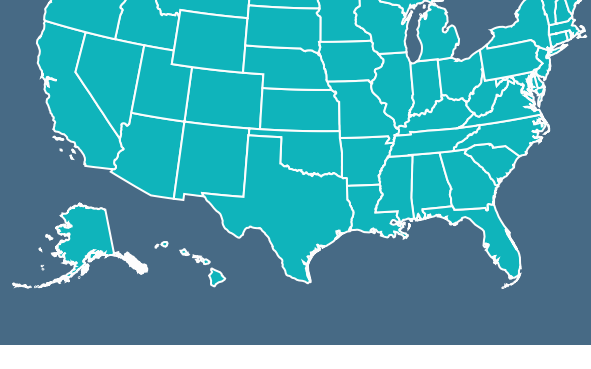
1 CHOOSE A STATE TO FORM YOUR BUSINESS IN

1. The first thing you will do is determine which state your business will conduct itself in. If you plan on having a physical business location for your business you'll be presented with a number of options. Most business operate in locations that are either "store fronts" or "office spaces". By securing an office space or store front to conduct your business in you'll be able to receive mail at this location and therefore be able to list the businesses address on your business filing paperwork.

Home Based Business

If you're going to operate your business from home you can either list your home as your "business address" or simply purchase an offsite mailbox through a mailbox service at your local postal service (USPS, UPS, FedEx Etc.).

[Checkout UPS Business Mailbox Services in your Area](#)



2 FILING ARTICLES OF ORGANIZATION FOR BUSINESS



File Articles of Organization for your business through your local Secretary of State Office. The most convenient way to accomplish this is online through your state's Secretary of State website. Simply google the following to find your Secretary of State's website, "[YOUR STATE business filing secretary of state website](#)".

[E-File your business Formation in Florida on their Secretary of State Website](#)

[E-File your business Formation in Louisiana on their Secretary of State Website](#)

[E-File your business Formation in Texas on their Secretary of State Website](#)

2.1 SELECT A REGISTERED AGENT



Registered Agent

While filing our the Articles of Formation for your business you will see a space for what is deemed a registered agent. A registered agent is an individual or a business deemed responsible for receiving legal action paperwork such as a lawsuit on your behalf. A registered agent must have a state address that matches the state of filing for your business. You can list yourself as a registered agent as long as you have a state address.

Another simple way to fulfill a registered agent requirement is to use an online registered agent site. These online providers typically allow you to sign up for an account using an email address and then once you fill out the required fields and paid the appropriate fees (registered agent fees range from \$39-\$59. We have listed a registered agent provider that we've worked with below for reference for each of Sandifer Consulting Group's direct market states FL, LA & TX. For your prospect state simply google the following "[YOUR STATE registered agent online](#)".

2.2 REGISTERED AGENT CONT.

What is a Registered Agent? You can find further explanations of registered agent roles in the business filing process by clicking the links below or googling: "What is a registered agent?".

[Florida Registered Agent | Online Set Up](#)

[Louisiana Registered Agent | Online Set Up](#)

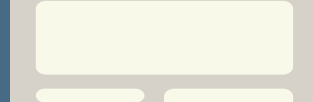
[Texas Registered Agent | Online Set Up](#)



3. EIN ATTAINMENT

Now its time to obtain an EIN number for your business. Think of an EIN number as a social security number for your business. Go to [www.irs.gov](#) and click "obtain an EIN number". Once you've made the selection keep in mind that filing for an EIN number must be done in one sitting, luckily the process shouldn't take more than 15 minutes to complete. Please retain the EIN letter for your records (most individuals choose the instant PDF generation of the letter and save it thereafter).

[Get EIN number directly through IRS Website](#)



GO TO THE BANK WITH ALL OF THE ITEMS LISTED A AND LET THE BANKERS KNOW YOU'RE LOOKING TO OPEN A BUSINESS BANK ACCOUNT.

4. BUSINESS BANK ACCOUNT SET UP

Once you've successfully completed your business filing along with having received confirmation via your Secretary of State you will proceed to open a business account. In order to open a business bank account you will need a few things.

- Identification (State Issued ID, Driver's License)
- Articles of Formation via the Secretary of State within the state your business was filed in. The Secretary of State Issued Article of Formation can typically be printed online after a business has successfully filed their business formation paperwork with the Secretary of State.
- EIN Letter (This is the letter generated by the IRS after you've successfully completed your EIN number application online).



THINGS STILL UNCLEAR? CONTACT US TODAY

Call or Click today to learn more about how we can help your business .

[www.scgconsultingservice.com](#)

SANDIFER CONSULTING GROUP
BUSINESS FORMATION & ADVISORY