

Tips for Using This Calendar:

- 1. Customization:** Adjust tasks based on the nature of your business (e.g., food industry, tech startups, retail) as some sectors may require additional compliance.
- 2. Technology:** Utilize tools and apps (like calendar apps or project management software) to set reminders and stay organized.
- 3. Consult a Professional:** Always check with an accountant, lawyer, or business consultant to ensure compliance with all applicable laws.

This calendar can be part of your business plan or guide to ensure that you hit all the major compliance requirements when starting a new business.

START-UP & ONGOING COMPLIANCE CHECKLIST FOR STARTING YOUR OWN BUSINESS

Task	Description	Due Date/Frequency	Notes
1. Register Business Name	Register your business name (DBA - "Doing Business As") with the state or local authorities.	Before launching	Make sure the name is unique and complies with local rules.
2. Choose Business Structure	Decide on your business structure (LLC, Corporation, etc.) and file the necessary paperwork with the state.	Before launching	The choice impacts taxes, liability, etc.
3. Obtain Federal EIN (Employer ID)	Apply for an EIN from the IRS if you have employees or if your business is a corporation or partnership.	Before hiring employees or opening bank account	Required for tax reporting and hiring employees.
4. Apply for State Tax ID Number	Apply for a state tax ID number (if applicable) for sales tax, employee withholding, or business tax	Before launching or hiring	Varies by state, especially for businesses with employees.
5. Register for State & Local Taxes	Register with state and local tax authorities for sales tax, income tax, etc.	Before launching or hiring	States may require separate registrations for sales tax and employee-
6. Apply for Business Licenses	Obtain necessary federal, state, and local business licenses and permits based on your industry.	Before launching	Licensing requirements vary by industry and location / zoning
7. Set Up Bookkeeping/Accounting System	Establish a system for bookkeeping and accounting (consider software or hiring an accountant).	Before launching	Helps with compliance and tax filing later.
8. Workplace Safety Compliance	If applicable, ensure compliance with OSHA and local workplace safety regulations.	Before hiring employees	Ensure your business meets OSHA's health and safety standards.

9. Set Up Payroll System	Set up a payroll system to ensure timely and accurate employee payments and tax withholdings.	Before hiring employees	Ensure correct withholdings for federal and state taxes.
10. File for Workers' Compensation Insurance	If hiring employees, acquire workers' compensation insurance for your	Before hiring employees	Required by most states for businesses with employees.
11. Tax Filings (Quarterly/Annual)	Submit federal and state income tax filings (quarterly estimated taxes).	Quarterly or Annually (depending on business type)	Make sure to track your income and expenses throughout the year.
12. File Annual Reports	Submit an annual report to the state, if required, to maintain your business	Annually	Some states require this for LLCs and corporations.
13. Maintain Required Business Records (incl. Corporate Minutes if applicable)	Keep corporate records and minutes for LLCs or corporations.	Ongoing	Maintain records of meetings, decisions, and legal documents.
14. Update Business Insurance	Review and update insurance policies (e.g., general liability, property,	Annually	Protect your business against various risks.
15. Compliance with ADA (Americans with Disabilities Act)	Ensure accessibility of your website and physical location if applicable.	Ongoing	Regularly review to stay compliant with the ADA. these should be considered from the start (e.g., during website design for ADA, when setting up data collection
16. Data Privacy & Security Compliance	Ensure compliance with data protection laws (e.g., GDPR, CCPA) if handling personal data.	Ongoing	If collecting personal information, ensure proper data protection.