

Checklist for New Businesses

Please use this worksheet as a guide and follow along with the steps [outlined on our website](#).

Step 1: Setting Up a Business

- Establish a Business Name: _____
- Business Addresses
 - Location Address: _____
 - Mailing Address: _____
- Determine a Business Structure or Entity Type:
 - Sole-Proprietorship
 - Partnership
 - Limited Liability Company, or LLC
 - Professional Limited Liability Company, or PLLC
 - Corporation
 - Nonprofit
- Register Your Business with the Secretary of State, if applicable
- Determine Effective Business Start Date: _____
- Apply for an Employer Identification Number (EIN), if applicable : _____
- Identify Your Business NAICS Code: _____
- Determine Fiscal Tax Year: _____
- Identify Directors, Officers, and Shareholders
 - Name, address, and social security numbers

Step 2: Getting Your Licenses and Permits

- Business License
- Alcoholic Beverage Commission Licenses
- Tobacco License

Step 3: Establishing Your Tax Accounts

- Business Tax
- Sales and Use Tax
- Franchise & Excise Tax
- Alcohol Taxes
- Additional Taxes

Step 4: Exemptions

- Business Tax
- Sales and Use Tax
- Franchise & Excise Tax

Step 5: Registering for Your Tax Accounts

- Review the TNTAP Checklist
- Register Using TNTAP

Step 6: Tax Filing Due Dates

- Understand the due dates of my taxes
 - Business Tax: _____
 - Sales and Use Tax: _____
 - Franchise & Excise Tax: _____
 - Other: _____

DO NOT FILE