



Business Startup Checklist

Engineer your business into an empire — with clarity, structure, and confidence.

Phase 1: Foundation & Clarity

- ■ Define what your business does
- ■ Identify your target customer
- ■ Decide how the business makes money
- ■ Determine ownership structure
- ■ Choose a working business name

Phase 2: Legal Formation

- ■ Choose a business structure (LLC, Corporation, etc.)
- ■ Register the business with the state
- ■ Secure the legal business name

Phase 3: Tax & Identity Setup

- ■ Apply for an EIN
- ■ Register for required state tax IDs

Phase 4: Financial Separation

- ■ Open a business bank account
- ■ Separate personal and business finances
- ■ Set up bookkeeping

Phase 5: Licenses & Permits

- ■ Identify required licenses
- ■ Obtain local or professional permits

Phase 6: Ownership & Governance

- ■ Create an Operating or Partnership Agreement
- ■ Define ownership and decision-making authority

Phase 7: Core Legal Protections

- ■ Create contracts and agreements
- ■ Draft website legal policies

Phase 8: Professional Presence

- ■ Register a domain name
- ■ Build a basic website
- ■ Set up professional email

Phase 9: Risk & Stability

- ■ Review insurance needs
- ■ Secure and store business documents

Phase 10: Growth & Longevity

- ■ Plan for scaling
- ■ Update documents as the business grows

TF Empires — Structure creates strength. Systems create sovereignty.