



# 10 Steps to Starting a Business in Arizona

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# Start a Legitimate Business



GOAL



Start A  
Legitimate  
Business

- Think about what you want to do
- Choose a Business Name
- Purchase a Domain Name
- Create a Legal Business Entity
- Register your Business
- File with the Arizona Corporation Commission
- Determine Business Licensing and Taxes
- Open a Business Bank Account
- Write a Business Plan
- Set-Up an Accounting System

# ACA Small Business Checklist



## Arizona Commerce Authority Small Business Checklist

<https://www.azcommerce.com/small-business/small-business-checklist>



# Set Goals – Choose a Name

**GOAL**



What kind of  
Business?  
Choose a  
Name

Make a plan  
Choose a Name  
Do an Internet Search to see if it is unique



# Set Goals – Choose a Website Domain



**GOAL**



**Pick a  
Domain  
Name**

Purchase a Domain Name for your Website like [www.xyzllc.com](http://www.xyzllc.com)



# Check Entity Name



GOAL



Check  
the  
Business  
Name



Check the entity name on the A.C.C. website to see if it is available (see if there are any corporations, LLCs, or trade names that are already using the name). Go to <http://ecorp.azcc.gov/> under File, then Name, then Check Name Availability.

# Decide on Legal Entity

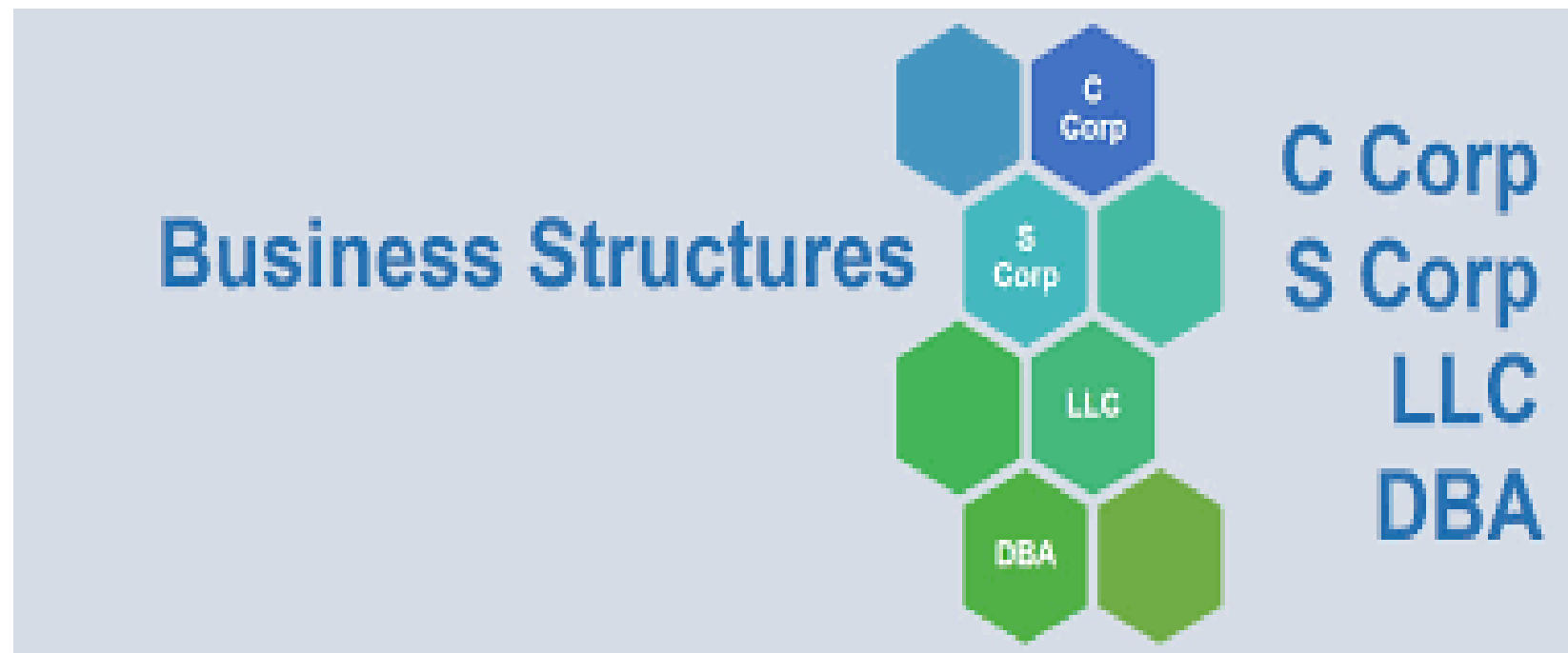
GOAL



Create a Legal Entity

## Types of Legal Entities

- Sole Proprietor
- LLC or PLLC (Limited Liability Company)
- Corporation (C or S)



# Publish Your Business Entity



GOAL



Publish  
your  
Legal  
Entity

[www.ACC.Gov/publicnotice](http://www.ACC.Gov/publicnotice)





# Do You Need A TPT?



GOAL



Check to see if you need to get a TPT



## AZ Department of Revenue

You might need to complete a transaction privilege tax application (TPT) with the Arizona Department of Revenue. Check the ADOR website, [www.azdor.gov](http://www.azdor.gov)

# City & County Licenses



**GOAL**



**Register  
with  
the city**

## CITY OR COUNTY TAXES AND BUSINESS LICENSING

Register the business entity with the city in which the business is located (or county if you are in an unincorporated area). This is for transaction privilege tax purposes and also for any business or occupational licenses that the city requires.

# Register with IRS



GOAL



Register  
with  
the IRS

IRS.GOV



FEDERAL EIN OR TIN – Internal Revenue Service

Check the Internal Revenue Service (IRS) website [www.irs.gov](http://www.irs.gov) to obtain an EIN (employer identification number) or TIN (tax identification number) for tax purposes

# Get a Business Account & Credit Card



GOAL



Open a  
business  
bank  
account



## BUSINESS BANK ACCOUNT

Open a business account with your  
bank or credit union.

Visit [NAV.com](http://NAV.com) for vendor list

# Create a Business Plan



GOAL



Write a  
business  
plan



Write a business plan

SBDC offers a free intuitive tool to use  
Once you register on our website at  
[www.yc.edu/SBDC](http://www.yc.edu/SBDC) or for Maricopa  
[www.Maricopa-SBDC.com](http://www.Maricopa-SBDC.com)

# Set up Accounting

GOAL

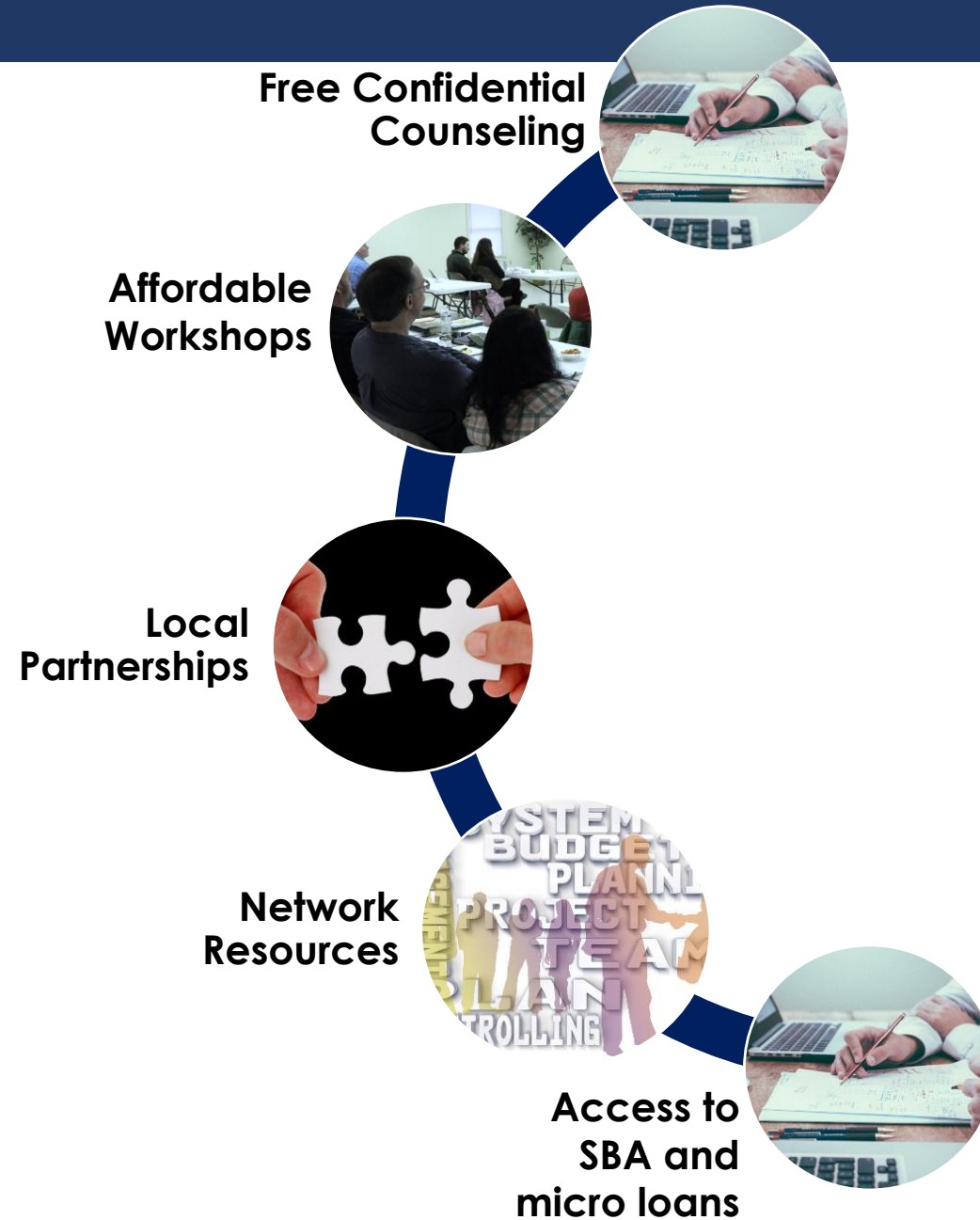


Set up an  
accounting  
system

Set up an accounting system

ACCOUNTING  
Taxes  
Personal  
Financial  
Statements  
Small Business  
Bookkeeping  
Payroll

# SBDC Services



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