



# BUSINESS START UP CHECKLIST

- ☐ Decide on company name
- ☒ Instruct accountant (PPF 😊)
- ☒ Register with Companies House
- ☒ Register with HMRC - Corp Tax
- ☒ Register with HMRC - PAYE
- ☒ Register with HMRC - VAT
- ☒ Register with HMRC - CIS
- ☒ Register with HMRC - Director SA
- ☐ Open new bank account
- ☐ Arrange insurance
- ☒ Set up Xero & Dext Prepare
- ☐ Connect bank feed in Xero
- ☐ Set up HMRC online account
- ☐ Branding - design logo etc
- ☐ Secure web domain & email
- ☐ Set up social media pages
- ☐ Design website etc
- ☐ Set up IT systems
- ☐ Look at networking groups
- ☐ Secure your first sale/contract
- ☐ Speak to IFA re pension
- ☐ Ensure will & LPA set up

NOTES

