

Vicksburg Area Chamber of Commerce
-- Business Start-Up Checklist --

- Conduct the appropriate research on your industry, target market and competition.
- Develop a business plan.
- Determine your company's business structure.
- Choose and register your business name with Kalamazoo County and the State of Michigan, as appropriate.
- Contact the Michigan Economic Development Commission to determine if your business is subject to any state licensing.
- Contact the Village, Township and Kalamazoo County for any necessary occupational licenses and/or permits.
- Verify any operating restrictions that your business location may have; for example, Homeowners Associations Codes, Covenants and Restrictions and village or township zoning laws.
- Obtain sales tax license, if required.
- If necessary, acquire a Federal Employer Identification Number
- If you have or plan to have employees, familiarize yourself with state and federal labor regulations.
- Explore any necessary financing options for your business.
- Meet with an accountant, attorney and insurance agent to ensure your business' success.
- Obtain appropriate and necessary insurance (liability, workman's compensation, loss of business, etc.)
- Set up Federal and State Income tax payment plan.
- Plan Web Site and collateral marketing materials to announce and promote your business.
- List your business on the Vicksburg Area Information Web site
(www.vicksburg-michigan.com)
- Join the Vicksburg Area Chamber of Commerce, network with successful local business owners and get involved with the local business community.