



## **Business Structure Checklist for Business Funding Approval**

Make sure your business is set up the right way before applying for funding. Use this checklist to position your business for maximum credibility and approval potential.

### **Business Formation**

- Register your business as an LLC or Corporation (not a sole proprietorship)
- Choose a unique and fundable business name
- Register your business with the Secretary of State
- Get an EIN (Employer Identification Number) from the IRS
- Create and keep your Operating Agreement (LLCs) or Bylaws (Corporations)

### **Business Address & Contact Info**

- Use a physical business address (No PO Boxes or home addresses)
- Get a dedicated business phone number
- List your number with 411 directory assistance
- Set up a professional business email (e.g., info@yourbusiness.com)
- Build a professional business website with a matching domain

### **Licenses & Permits**

- Obtain all required business licenses and permits (state, city, industry-specific)
- Renew licenses annually and keep copies on file

### **Business Banking & Finances**

- Open a business checking account
- Separate personal and business finances
- Set up an accounting system or software (QuickBooks, Wave, etc.)
- Create a basic business budget and financial plan

### **Business Credit Setup**

- Register with Dun & Bradstreet and get a D-U-N-S Number
- Establish Net 30 vendor accounts that report to business credit bureaus

- Apply for a business credit card in your company name
- Monitor your business credit reports regularly (D&B, Experian, Equifax)

### **Documentation & Compliance**

- Have a business plan or executive summary
- Maintain a business email list and marketing strategy
- Make sure your business is in "good standing" with the state
- Keep all documents organized and ready for lenders

### **Ready to unlock the funding your business deserves?**

Download my eBook and book your free 1:1 consultation today at [www.BossFunding.net](http://www.BossFunding.net)!

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