


Business Validation Checklist

"If you want to be treated like a real business, then you need to act like a real business."

- Register your Business Entity with the State of Ohio (\$125 Fee):**
<http://www.sos.state.oh.us/SOS/Businesses/businessServices.aspx>
- Acquire Business License** (If Applicable): <http://business.ohio.gov/licensing/>
- Obtain EIN (Employee Identification Number) from the IRS (FREE):**
[http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
- Know your NAICS Codes** (North American Industrial Classification System). **The MTSBDC services clients in *Manufacturing* (NAICS Codes beginning with 31 through 33) and/or *Scientific Research & Development Services* (NAICS Codes 541711 and 541712)**
<http://www.census.gov/eos/www/naics/>
- Open Business Checking Account:** Bank of your preference
- Acquire a FREE "DUNS Number" (Data Universal Numbering System)** – Used to establish and maintain your business credit. Issued by Dun & Bradstreet: call 866-705-5711 or <https://iupdate.dnb.com>
- Have a dedicated Business Phone Line:** Standard or wireless service of your preference
- Obtain Business Internet Services (domain/website/email)** – Domains start for less than \$10/Yr and basic website plans start for less than \$5/Mo. Don't need a website? Custom email plans (youremail@youraddress.com) start for less than \$3/Mo.
<http://smallbusiness.yahoo.com/>, or www.godaddy.com, or www.dreamhost.com; or try "WordPress" it has both pay and FREE services! <http://wordpress.com/>
- Acquire a Fax Number** (If Applicable) – Online plans start for less than \$9/Mo.
www.trustfax.com; or www.efax.com; or www.smartfax.com; or www.myfax.com; or www.gotfreefax.com
- Have Business Cards:** - Get 250 FREE from Vista Print
www.vistaprint.com
- Have a Valid Business Plan:** Contact an MTSBDC  counselor today to get assistance with your business plan and any other issues related to your business.

Donald Matthews
Specialty Manufacturing Counselor
MTSBDC @ KSU / MAGNET
c/o All-Ways-Write, LLC
330-224-0090
donaldmatthews73@yahoo.com
donald.matthews@magnetnetwork.org