



## U.S. Business Setup Service Action Items

### Business Registration

- Identify the preferred business structure (LLC, corporation, sole proprietorship).
- Gather required documentation for registration.
- Submit registration application to the appropriate state authority.

### U.S. Tax ID (EIN) Application

- Prepare necessary information for EIN application.
- Complete and submit the EIN application to the IRS.
- Confirm receipt of EIN.

### Bank Account Setup

- Research suitable U.S. banks for business accounts.
- Compile required documents for opening a business bank account.
- Schedule an appointment with the bank to finalize account setup.

### State and Local Licensing

- Identify necessary state and local licenses based on business type and location.
- Complete applications for required licenses and permits.
- Track application status and follow up as needed.

### Legal Structure Guidance

- Conduct a needs assessment to determine the best legal structure.
- Provide a summary of benefits and drawbacks for each option.
- Assist in filing necessary documents for the chosen structure.



### **Compliance with U.S. Business Laws**

- Create a checklist of federal and state compliance requirements.
- Develop a timeline for compliance milestones.
- Establish a review process for ongoing compliance monitoring.

### **U.S. Office Address Services**

- Research options for physical or virtual office addresses.
- Select a provider and finalize service agreements.
- Set up mail handling and communication protocols.

### **Business Insurance Consultation**

- Identify required and optional insurance policies for the business.
- Provide a list of reputable insurance providers.
- Assist in obtaining quotes and securing necessary coverage.

### **Ongoing Compliance and Reporting**

- Develop a schedule for annual reporting and tax filing deadlines.
- Set up reminders for compliance-related tasks.
- Offer support for ongoing compliance reviews and updates.

To avail of our professional services kindly contact [hello@consultareinc.com](mailto:hello@consultareinc.com) or call 1-202-982-3002