

Business Start-up Checklist

Things to consider when starting your business:

- Choosing Your Form of Business Organization: Corporation, Partnership, Sole Proprietorship or Cooperative
- Naming Your Business and Registering the Name
 - Go to the Manitoba Companies Office website (located on our external resources page) and fill out the Name Reserve Form, which can be done online
 - Once name is approved go to the Manitoba Companies Office website and print off the Name Registration Form (this must be mailed in)
- Business Plan (unlikely to get financing without one)
 - These can be found on the Province of Manitoba website along with many others.
- Banking (loans, lines of credit, credit cards, Interac)
- Insurance (liability, vehicle, property, content)
- RST Form
 - If you require a RST number go to the Province of Manitoba website (located on our external resources page) search form MBT-RL1, then go to Application For Registration / Dealer's Licence (you can either do it online or on paper copy)
- Business, GST & Payroll Numbers
 - Go to the Canada Revenue Agency website (located on our external resources page) to register your business and receive a Business Number, GST Number and a Payroll Account Number. To do the online registration search "Business Registration Online" and if you prefer to file out a form and send it in search "RC1 Form."
- Licenses and Permits
 - If your business is located in or around Virden a Business License is required. Go to the Town of Virden website (located on our external resources page) go to Forms and then Business License Application Form.
- Location/Zoning (lease or purchase space, or home-based business, occupancy permit)
- Taxation
- Employees (Workers Compensation, Employment Standards, Wage Deductions, CPP, EI)
 - If you need Workers Compensation visit the Manitoba Workers Compensation website (located on our external resources page) go to Online Services then Employers Registration Request.
- Advertising/Marketing
- Bookkeeping

- Business Communications (phone/cellular/pager/answering system)
- Lawyer, Accountant, other professional services
- Pricing and distribution
- Internet presence
- Computer/printer needs – hardware and software
- Supplies, Inventory control
- Vehicle
- Office supplies and stationery
- Photocopier, fax, telephone services
- Office space (home-based or commercial)
- Office furniture
- Join your local Chamber of Commerce
 - Membership packages can be found on this website