



Tasks to do

Done

1. I have a business idea – where do I start?
Attend BACD’s Start Up Session - register online at bacd.ca or 905.668.4949 or visit bacd.ca/portfolio_item/start-up-fundamentals

2. Have you undertaken extensive market research? *Market research is a vital part of your Business Plan*
Access our Resource Library at: bacd.ca/portfolio_item/market-research/

3. Develop a business plan or business model canvas. *This is an essential step and critical for the planning and viability of your business.*
BACD offers a business plan review service to provide feedback on your completed business plan. Call 905.668.4949 to meet with an advisor.
Templates are available from BACD at bacd.ca/portfolio_item/business-planning/

4. Determine whether there are any licenses, permits and/or regulations that might apply to you operating your business in your local municipality.
bizpal.ca or call your local municipality for more information. Or check out our Resource Guide at bacd.ca/portfolio_item/business-planning/

5. Do you need to know about your financials / record keeping and bookkeeping?
Attend BACD Business Basics: Financials & Accounting bacd.ca or check out our resources at bacd.ca/portfolio_item/web-related/

6. Do you need additional financing? *Banks and other lenders/investors will require a written business plan.*
BACD offers a range of resources to help you research funding sources available.
bacd.ca/portfolio_item/grants-funding/

7. Consider the most appropriate business structure to operate your business.
(Sole Proprietorship, Partnership or Corporation)
Decide on your business structure, read our guide on Choosing the Right Business Structure under Checklists at: bacd.ca/portfolio_item/start-up-fundamentals

8. Complete name search and register your chosen business structure.
BACD can assist you in registering a sole proprietorship or general partnership or you can register online at ontario.ca/onesource (for credit card payments) or visit Service Ontario between 8:30am - 3:30pm Mon-Fri for paying cash or debit. Toll free helpline 1.888.745.8888 or book a meeting with BACD to register your business.

9. Open a bank account.
Visit your local Financial Institution with a copy of your Master Business License.
Connect with BACD’s Executive Sponsor: **Meridian Credit Union**.
Pickering Branch: Matthew Chambers 905.831.1122 x6608 matthew.chambers@meridiancu.ca
Whitby Branch: Tamara Badali 905.655.1370 X5303 tamara.badali@meridiancu.ca
Courtice Branch: Thomas Grieger 905.571.6953 x6704 thomas.grieger@meridiancu.ca




START UP

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10. Consider whether you need insurance for your business.
Check out our Access to Professionals bacd.ca/services/access-professionals/

11. Consider reserving the domain name of your company to hold your chosen name.
Register your domain and hosting options with:
DIT Canada ditcanada.com 905.209.9079 
Green Geeks: goo.gl/hduR7C
BlueHost: goo.gl/dh3E65
or our Access to Professionals at bacd.ca/services/access-professionals/

12. Open accounts under your Business Number (BN) as required for payroll, import/export, and/or HST. You must open a HST account if your gross annual revenue is greater than \$30,000
Call Canada Revenue Agency at [1.800.959.5525](tel:18009595525) or cra-arc.gc.ca/menu-e.html

13. Complete your Marketing Plan and Sales Strategy.
BACD can review your plan with you. Simply book a meeting with one of our advisors or attend BACD Business Basics: Marketing/Sales Strategy bacd.ca

14. Launch Your Business!
Have your website, business cards and marketing materials ready! Arrange your grand opening and get out and network! BACD has a grand opening tool kit for you – just ask us!

15. If you're hiring employees, be aware of your requirements as an employer under the Employment Standards Act.
BACD can assist you with resources to hiring employees through a subsidized program. Contact Ontario Ministry of Labour, [1.800.531.5551](tel:18005315551) labour.gov.on.ca/english/

16. Open a Payroll Deductions account under your existing Business Number (BN) or obtain a BN if you don't already have one.
Call Canada Revenue Agency at [1.800.959.5525](tel:18009595525) or cra-arc.gc.ca/menu-e.html for information on the forms required, how to calculate the required deductions, and how to remit them to the CRA.

17. Register for workers compensation coverage for your employees and yourself.
Call WSIB [1.800.387.0750](tel:18003870750) or wsib.ca

18. Keeping accurate business records: You need to set up an orderly record and accounting system. It's recommended that you contact a qualified accountant to assist you. You're required to keep all your business records for 7 years. Attend business basics financials.
For questions relating to federal income tax, call [1.800.959.5525](tel:18009595525)

If you would like to get the latest information relevant to your small business, join our BACD community by joining our newsletter at <http://goo.gl/ixDJ1n>
facebook.com/bacd.sbdc
[twitter@bacd_sbdc](https://twitter.com/bacd_sbdc)

