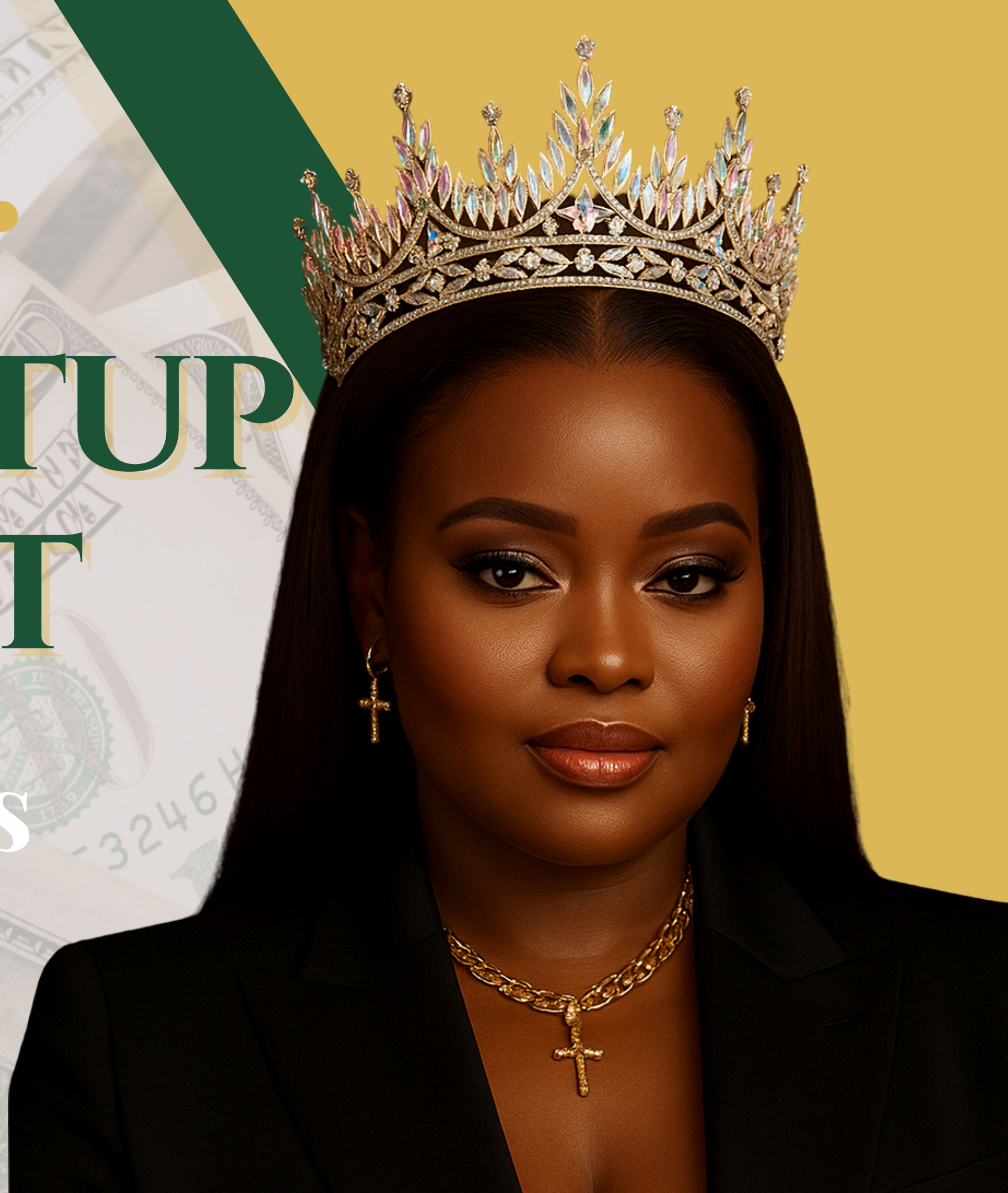




# BUSINESS SETUP CHECKLIST

For Tax Professionals



# *Choose Your Business Name*



- Brainstorm 2-3 Names
- Think about the name as in a corporation rather than a hobby.
- Think Big Box Names (Wal-mart, Tax Slayer, H&R Block)
- Stray from 1<sup>st</sup> Names. Last name can work (Harris Tax Firm)
- Check Name Availability in your state.
- Secure your domain(go daddy is a great site)



# *Get Virtual Business Address*

## *\*Optional Step\**

- Getting your virtual business address can help with keeping your personal address private. This is optional and can be skipped if you are not yet ready to commit to paying \$10 a month for it.
- I always get mine early so that my LLC, EIN, Business accounts are in my Business Address, but this is not required...
- If you decided to get a virtual address now, feel free to use any virtual address company online. I always use IPostal. Most states are available.
- If you do not see your city near you then choose the closest city. You will not need to drive to this location. All of your mail can be forwarded to your address, but if you do have one in your city then you will have the option to pick up mail.
- Go to [Ipostal.com](http://Ipostal.com) and choose a virtual address of your liking.





# *Apply for an EIN* *(Employer Identification Number)*

- Go to the IRS Website
- Click Apply for an Employer ID Number(EIN)
- Under Get An EIN, Click Apply for EIN
- Choose your Legal Structure
- Save your EIN Letter as a PDF





# Register Your LLC

- Visit your state Secretary of State website
- File your LLC (fees vary by state)
- Download Articles of Organization once approved



# ●●● APPLY FOR YOUR PTIN

*Your PTIN is your Preparers Identification Number. This gives you the legal right to prepare taxes  
Disclaimer: You do not have the right to electronically file taxes only “prepare” as a PTIN. If you do not get an EFIN you will need to be under a ERO(EFIN HOLDER) so that they can efile the return.*

- Go to the IRS site ([www.IRS.Gov](http://www.IRS.Gov))
- Click Tax Pros (on mobile device this is under Menu)
- Locate PTIN System
- Click Renew or Register
- Now you will create an account or sign in with ID.me
- Put in all of your information and Pay the \$19.75



# Apply for EFIN



**The EFIN is your Electronic Filing Identification Number. This is FREE with the IRS and is needed to legally efile tax returns. Disclaimer: EFIN's can take up to 6-8 weeks to receive so please apply ASAP. You will be required to get finger printing done in this process. DONT DELAY THIS STEP**

- Go to the IRS site ([www.irs.gov/e-services](http://www.irs.gov/e-services))
  - Click “Access E-Services”
  - Choose “Create Account”
  - Follow Prompts to verify your identity
  - After Logging into E-Services Select Apply for EFIN
  - Select “Application for e-file Provider”
  - Click “Create New Application”
  - Complete the Online EFIN Application
  - Get Fingerprinted(for Background Check)
  - Wait for Approval ✓ ✓ ✓
- Processing time is usually 45 days but can be quicker.
- You'll receive a confirmation email or letter once approved.





# *Open a Business Account*

- Use your LLC and EIN docs to open a bank account.
- Choose a business-friendly bank or credit union.

Example: Navy Federal, Capital One, Chase etc are all great options



# *Choose Professional Software*

You can try downloading demo softwares to get a feel for what you prefer.

- Taxslayer Pro
- OLT
- Drake Tax
- Cross Link
- Abundant Tax Software (This is my software company and I would love to assist.)

Be very careful with choosing who and where you get your software. All software is not created equal. There are tax professionals that have their backend prices really high so you will think you are getting a deal. Always ask for a breakdown of backend fees and know that you can negotiate your terms.





# *Secure Mentorship & Training*

- ✔ Don't try to build your tax business alone... Mentorship shortens the learning curve and helps you avoid costly mistakes.
- ✔ Invest in training that teaches both Tax law and Business Strategy...You need both to succeed.
- ✔ Surround yourself with leaders who have real experience, not just flashy marketing.
- ✔ Choose a program that includes ongoing support, not just a one-time course.



# *We're Here to Help YOU Win*

*Join Birth the Business Legacy Tax Academy*

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- Faith-based Mentorship
- Professional Tax Software
- Step-by-Step Training to launch and grow your business
- A Kingdom Mindset built on Faith, Family, and Financial Freedom
- Supportive Community of Kingdom CEO's
- Options for growth through EFIN, team building, and service bureau models.
- Built on Faith, Family, Integrity, and Purpose

*We believe your business is a vehicle for generational impact, and you don't have to build it alone.*

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