

LLC Setup Checklist

Business Credit Starter System

Use this checklist to build your LLC the right way from the start and avoid costly mistakes that can hurt credibility, funding, and long-term business growth.

Phase 1: Business Name + Foundation

1. Choose Your Business Name

- Make sure the name sounds professional and fundable
- Avoid names that sound temporary or unclear
- Keep branding simple and memorable

2. Check Domain Availability

- Search your business name on GoDaddy.com
- Make sure the .com version is available if possible
- Secure the domain before someone else buys it

3. Check State Name Availability

- Search your Secretary of State business database
- Example: New York Department of State Corporation Search
- Confirm the LLC name is available in your state

4. Purchase Your Domain

- Buy the domain once both checks are clear
 - Keep ownership under the business owner profile
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Phase 2: Professional Business Presence

5. Get a Professional Business Email

- Example: info@yourbusinessname.com
- Avoid Gmail, Yahoo, or other free email addresses for business funding

6. Get a Business Phone Number

- Use a professional service like Grasshopper
- Prefer a business number with strong presentation
- Toll-free options like 800, 888, or 855 can help credibility

7. Get a Virtual Business Address

- Use a service like iPostal1
- Avoid using your home address when possible
- Avoid PO Boxes for stronger funding credibility

8. Complete a 411 Directory Listing

- Make sure your business can be found publicly
 - Match your business name, phone, and address exactly
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Phase 3: Legal Formation

9. File Your LLC With Your State

- File directly with your Secretary of State
- Confirm ownership structure
- Keep all state documents organized

10. Get Your EIN From the IRS

- Apply directly at IRS.gov
- This is your federal tax ID for banking and business setup

11. Create Your Operating Agreement

- Even single-member LLCs should have one
 - Helps prove legitimacy and structure
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Phase 4: Banking + Financial Setup

12. Open a Business Bank Account

- Use your EIN and LLC documents

- Keep personal and business money separate
- Start building real business banking history

13. Maintain Monthly Activity

- Aim for at least 10 transactions per month
- Small deposits and normal business spending help
- Consistency matters more than size

14. Set Up Payment Processors

- Stripe
 - PayPal Business
 - Business payment acceptance systems
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Phase 5: Business Credit Foundation

15. Apply for Your D-U-N-S Number

- Register with Dun & Bradstreet
- This helps establish business credit reporting

16. Begin Vendor Relationships

- Start with vendors that report to D&B
- Net-30 vendors are strong starting points
- Make small purchases and pay early

17. Track PAYDEX Growth

- Monitor payment history
 - Early payments can improve scoring faster
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Final Funding Readiness Check

Before Applying for Funding

- Professional domain active
- Business email active
- Business phone verified

- Virtual address active
 - EIN complete
 - Business bank account active
 - Payment processors connected
 - D-U-N-S established
 - Vendor reporting started
 - Banking activity consistent
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Reminder

Most people only complete the obvious LLC steps.

The real difference is in the hidden credibility steps between them.

Those missing pieces are often what determine whether funding gets approved or denied.

This checklist helps make sure your business is built the right way the first time.