



CHECKLIST

TO PLAN AND START A BUSINESS, YOU NEED TO COMPLETE THE FOLLOWING STEPS:

Plan Your Business:

- Make a Business Plan
- Choose a Legal Structure
- Choose a Name or Trademark

Start Your Business:

- Register a Legal Structure
- Obtain Tax ID Numbers
- Obtain Licenses and Permits
- Fulfill Workplace Hiring Requirements
- Build a Workforce
- Obtain Insurance
- Open a Business Bank Account,
After Establishing a Legal Structure and Obtaining Tax ID Numbers

TO MAINTAIN A BUSINESS, YOU MAY NEED TO COMPLETE THE FOLLOWING STEPS:

Maintain Your Business:

- Maintain a Workforce
- Renew Licenses and Permits
- File Reports with New Mexico Secretary of State
- Request Documentation
- Start an Apprenticeship Program
- Plan a Merger
- Start a Safety Program
- File and Pay Taxes
- Update Business Name, Address or Agent

If you have questions or need assistance, please visit <http://businessportal.nm.gov/contact-us>