



## Checklist For Starting a Business

Your nearby eXcelerate Business Development Center has been established to help business owners and aspiring entrepreneurs succeed. It is our desire to help new business owners do the careful planning required to minimize the risks of launching a new enterprise. eXcelerate Business Center is here to help those established businesses go from surviving to thriving, giving them the most current and up to date resources to thrive in the ever-changing economy and culture. The eXcelerate Business Development Center provides professional business counseling, Workshops, Information & Resources.



### eXcelerate Business Development Center

Castle Rock Chamber  
420 Jerry Street  
Castle Rock, CO 80104  
303-688-4597

<https://castlerock.org/excelerate-business/>

## Checklist:

\_\_\_ **Attend the Fired Up.... I Want to Start a Business Class.** This class is put on by Douglas County Libraries. <https://www.dcl.org/authors-events/> (type in Fired Up as keyword)

\_\_\_ **Meet with the Business Service Team at Douglas County Libraries.** Their specially trained business librarians offer boutique-style service to fit your needs—market information, competitive intelligence, data on industry trends, sample business plans, and more.

\_\_\_ **Visit Small Business Development Center (SBDC)** located at ACC Strum Campus. 4500 Limelight Ave, Castle Rock, CO 80109

\_\_\_ **Develop a Business Plan** <https://www.sba.gov/business-guide/plan-your-business/write-your-business-plan>

\_\_\_ **Join your local Chamber of Commerce:**

The Castle Rock Chamber of Commerce functions as an association for member businesses and professionals. Included in our services to members are business education and promotion, legislative advocacy, referrals, networking opportunities, community/business events and the primary source for community information. One of the first tasks a new business owner should do is join their local Chamber and take advantage of these opportunities to help build their client base.

Castle Rock Chamber of Commerce  
420 Jerry Street, Castle Rock, CO 80104  
303.688.4597  
[www.castlerock.org](http://www.castlerock.org)

\_\_\_ **Attend eXcelerate Business Classes.** Classes are offered at a variety of times and day, covering a variety of topics to help business owners learn new tips, tricks, laws, and oh so much more. Please check out our courses and register in advance at <https://castlerock.org/excelerate-business/>

\_\_\_ **Create a LinkedIn Profile** or Update your current listing.

\_\_\_ **Follow the Castle Rock Chamber on social media:** Facebook, Instagram, and LinkedIn

\_\_\_ **Volunteer at Upcoming Chamber Events.** It is never too early to start networking.  
<https://castlerock.org/signature-events/>

## Frequently Asked Questions:

### What legal structure do I need to have to start a business?

There are a variety of legal forms your business can take, sole proprietorship, limited liability company or incorporation. You may wish to discuss these options with a legal professional, Certified Public Accountant (CPA) or a business consultant at the Chamber's eXcelerate Business Development Center to determine which may be best for you.

### How do I register my business name or set up a legal structure?

To verify if a name is already being used in Colorado, check the Secretary of State website: <https://www.sos.state.co.us/pubs/business/businessHome.html?menuheaders=2> corporations, Limited Liability Companies, sole proprietors, general partnerships, and trade names register organizational paperwork with the Secretary of State (303-894-2200). Trade name registration with the Secretary of State does NOT establish exclusive rights. However, it is required when doing business under any name other than the first and last names of the owner(s)/organizer(s). For more information, refer to the Legal Structure chapter of the Colorado Business Resource Book. Trade name registration with the Secretary of State does NOT establish exclusive rights. However, it is required when doing business under any name other than the first and last names of the owner(s)/organizer(s). For more information, refer to the Legal Structure chapter of the Colorado Business Resource Book.

### Do I need an Employer Identification Number (EIN)?

You may not need an EIN if you are a sole proprietor with a valid social security number and zero employees. If you have employees, you will need a federal identification number and a state tax identification form. An EIN is secured from the Federal Internal Revenue Service by completing a form. There is no charge. To access this form and more information go to: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>  
This is something to discuss with your CPA as well.

### Do I need a sales tax number?

If you will be selling products, you will need to collect state and local sales taxes. You can apply for a state tax identification number using the online form <https://www.colorado.gov/cms/forms/dor-tax/CR0100.pdf> (800) 852-5711; Forms (800) 338-0505. You will also need to collect sales tax on products sold in Castle Rock. <http://www.crgov.com/1676/RevenueSales-Tax> This is something to discuss with your CPA as well.

## **Do I need a business license?**

The State of Colorado does not require a business license. However, Castle Rock requires a business license prior to opening a business in the Town limits, you must apply.

<http://www.crgov.com/1677/Business-and-tax-licensing>

Certain occupations in the state and city are required to be licensed. To see a complete list of which occupations have this requirement go to <https://www.colorado.gov/dora/dpo>

## **Where do I get a grant to start a business?**

There are no grants available to help someone launch a business. The Small Business Administration does have an online resource to help you determine your financial needs. You can find it at <https://www.sba.gov/funding-programs>

## **Other Online Resources:**

<https://www.sos.state.co.us/pubs/business/businessChecklist.html>

<https://www.coloradosbdc.org/resources/entrepreneurs/colorado-business-resource-book/>

<https://www.sba.gov/business-guide>

<https://www.aurora-southmetrosbdc.com/Training/>