

## Opening Business List

- ❖ Ein From IRS
  - Register for EFTPS (Electronic payment System)
- ❖ Register Business name with the State
  - Business Identification if you have employees
    - Register for Oregon for electronic payments
- ❖ [Business Information](#)
- ❖ [List of Bank Accounts](#)
- ❖ [List of Credit Card Accounts](#)
- ❖ List of Income Items
- ❖ Cost of Goods Sold Accounts
- ❖ [List of Assets](#)
  - Name of asset
    - Cost of asset
    - Purchase Date
    - Service Date
- ❖ [List of Customers](#)
  - Name
    - Address
    - Phone
    - E-mail
    - Ein (W-9)
- ❖ List of Vendors
  - Name
    - Address
    - Phone
    - E-mail
- ❖ List of Special Expense Accounts
- ❖ Employees

Business Information

Your Name

Name of Business

EIN

Bin

Address

Phone

Fax

E-Mail

Website

Business Activity

Type of Business

Sole Proprietorship

LLC Single Member

S-Corp

Partnership

C-Corp

Bank Accounts

Checking      Name of Bank      Last 4 Digits

Savings      Name of Bank      Last 4 Digits

Credit Card Accounts

Name of Credit Card      Last 4 Digits

Name of Credit Card      Last 4 Digits

Fixed Assets

Fill in for each Asset you place in use with your business.

Name of Asset

Date Purchased

Cost of Asset

Date Placed in Service

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Name of Asset

Date Purchased

Cost of Asset

Date Placed in Service

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Name of Asset

Date Purchased

Cost of Asset

Date Placed in Service

---

Name of Asset

Date Purchased

Cost of Asset

Date Placed in Service

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Name of Asset

Date Purchased

Cost of Asset

Date Placed in Service

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Name of Asset

Date Purchased

Cost of Asset

Date Placed in Service

Customers