E EMPIRE BUILDER ACADEMY

MODULE 02 WORKSHEET

BUILD YOUR BUSINESS FOUNDATION

Fillable worksheet and action checklist. Print it, or type into the DOCX version.

THE ONLINE ENTREPRENEUR BLUEPRINT

From Zero to Your First Online Business

02

BUILD SMART. LAUNCH FAST. SCALE WITH AI.

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MODULE 2 WORKSHEET: BUILD YOUR BUSINESS FOUNDATION

Not legal or tax advice. Verify every requirement with official sources for your state and locality.

Part A: Name Availability Checklist

Name option	State database clear?	USPTO search clear?	Domain available?	Social handles?	Notes

Final name: _____ Backup name: _____ DBA needed? Yes / No

Part B: Business Structure Decision

Item	My answer / research
Structure I'm starting with	
Why this structure fits now	
State LLC filing fee (if forming)	
Annual report / fees in my state	
Registered agent plan	
Operating agreement plan	
Questions for a CPA or attorney	

Part C: EIN Readiness

- [ ] I checked "Do You Need an EIN?" on IRS.gov
- [ ] I'm using only the official IRS.gov site (EINs are free)
- [ ] I know my responsible party, legal name, and structure
- [ ] I saved my EIN confirmation letter securely

Where I store important documents: _____

Part D: Bank Comparison

Bank / account	Monthly fee	Minimums	Integrations	Insured?	Notes

Tax savings percentage (chosen with tax pro): _____%

Part E: Email and Domain

Item	Decision
Domain options (5)	
Final domain	
Registrar and renewal date	
Email provider	
Main address and aliases	

Part F: Expected Business Expenses

Expense	Est. monthly cost	Category	Record I'll keep

Part G: Licenses and Permits Research

License / permit	Agency	Website or phone	Cost	Renewal date	Status

Part H: My Money Flow

Payments come in through: _____ into _____

Tax savings transfer: _____% on _____ (day)

Owner's draw date: _____ Weekly bookkeeping time: _____

Action Checklist

- [ ] Choose a business name and a backup, and run availability checks
- [ ] File a DBA if required
- [ ] Decide on your business structure (and form an LLC if chosen)
- [ ] Get an EIN from IRS.gov if needed or wanted (it's free)
- [ ] Open a business checking account (and tax savings account)

- [ ] Register your domain with auto-renew, privacy, and two-factor authentication
- [ ] Set up business email with at least one professional address
- [ ] Choose a bookkeeping method and schedule a weekly bookkeeping block
- [ ] List expected expenses and how you'll document them
- [ ] Research and apply for required licenses and permits
- [ ] Route all business income and expenses through business accounts
- [ ] Book a consultation with a tax professional or SBDC advisor (optional but recommended)