

# Startup: Business Checklist

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## Business name and registration

### Decide on your business structure\*

- **Sole proprietor:** One owner, usually cheaper to get started; business activities are included in your personal tax return, personally liable for business.
- **Partnership:** More than one owner.
- **Corporation:** Shareholders determine ownership and management structure. Expensive to set up. Corporate tax return. Less personal liability.

*\*Speak to your accountant and lawyer about the best structure for you.*

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### Decide on a business name

- Search the internet to see if this business name is already in use by another business. If so, you will have to select another business name.
  - Search internet URL providers to see if your business name is available as a website domain name (URL).
  - CIRA or your website provider (such as WIX or Shopify) may offer options to purchase a domain.
  - Check the [Canadian Trademark database](#).
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### Request your business name at: [ISC - Register a Business or Incorporate](#)

- Business **name** registration is a two-step process. First, reserve the business name. Once the name is approved, you can proceed to registration.

*\*Some businesses are exempt; contact ISC for more information.*

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### Register your business

- Once you have your business name reservation is confirmed, you may proceed to register your business. Make sure to log into your ISC account to confirm.
  - ISC also allows you to register for your GST (CRA) and PST (Ministry of Finance) numbers, too.
  - For corporations, ensure you have your shareholders assigned and articles of incorporation prepared.
  - Depending on your industry, you may be required to register with their professional organization/association.
  - Please save a copy of your business registration certificate for your files.
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## Business taxes and accounts

### Saskatchewan Provincial Tax (PST)

- Most businesses in Saskatchewan are required to register with the Ministry of Finance for PST tax purposes.

More information on PST:

- [Provincial Sales Tax \(PST\) Number Application | Provincial Sales Tax | Government of Saskatchewan](#)
- [Provincial Sales Tax](#)

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### Canada Revenue Agency (CRA)

- Obtain a business number (BN) available through the ISC registration process or the CRA website.
- Set up applicable accounts.
  - GST account registration is optional, but you do need to register for a GST account when your total taxable revenue exceeds \$30,000 over four consecutive calendar quarters or in a single calendar quarter. Learn more here: [When to register for and start charging the GST/HST - Canada.ca](#)
  - Payroll account (if you have employees). You will need an account to submit CPP, EI and tax deductions. Learn more here: [Open or manage a payroll account - Canada.ca](#)

More information on My Business Account here: [About My Business Account - CRA account help - Canada.ca](#)

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### Business bank account

- Setting up a business account will help you to keep track of all business transactions.
- We recommend a second bank account to hold funds for CRA, PST, payroll, etc.

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## Other provincial sites

**Workers Compensation Board:** [Saskatchewan WCB](#) | [Saskatchewan Workers' Compensation Board](#)

**Saskatchewan Employment Standards:** [Employment Standards](#) | [Information for Saskatchewan Businesses and Industry](#) | [Government of Saskatchewan](#)

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## Your community's registration and permits

### Gather business registration and permit information

- Contact your city, town or municipal office for business registration and permit information for you to operate a business in your community (commercial or home-based).
  - Zoning approval, plumbing permit, sign permit, etc.
  - Contact your insurance provider to ensure you have the appropriate insurance in place (vehicle, liability, etc.)
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## Professional services

### Consult with professionals as needed

- Consider asking for guidance and advice from a lawyer, accountant, insurance broker, banks and other entrepreneurial organizations.
  - Hire a bookkeeper to keep your books up to date and ensure accuracy.
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## Develop a startup budget and plan monthly expenses

### Your business will probably need some money to get started

- Registrations/permits/licensing
  - Renovations/leasehold improvements
  - Equipment, supplies, inventory
  - Marketing
  - Professional fees
  - Tech, software/subscriptions
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## Business plan

A business plan is a living document that helps guide you through:

- Goal setting and projected results
  - Market research
  - Marketing strategy
  - Operations plan
  - Human resources
  - Risk management and financial planning
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## Startup Financing: WESK Loans

Business loans for women-owned Saskatchewan businesses: [Business Loans for Women Entrepreneurs in Saskatchewan](#)

- More information here: [Benefits, terms and eligibility](#) and [owners contribution and security](#).