



We Mean Business.

Legal Aid of East Tennessee

Checklist for Tennessee Small Businesses

1. Do you have the following documents readily available?
 - Articles of Organization _____
 - Operating Agreement/Corporate By Laws _____
 - Federal Employer Identification Number _____
 - Any necessary business licenses _____
 - Any leases, contracts, or other arrangements which you have regarding your present equipment, office premises, furniture, etc. _____
 - Any insurance information on your business _____
2. Does your business do retail sales, leases, or rentals of any goods, computer software, warranty contracts, or certain services and amusements? _____ If so, have you registered with Tennessee Department of Revenue to file the Sales and Use Tax? _____
3. If you are a business on which the Gross Receipts Taxes are imposed (bottlers, utilities, vending, and mixing bar setups), have you registered? _____
4. Have you registered for and paid the Franchise and Excise Taxes? _____
5. Have you registered for and paid the Tennessee Business Tax? _____ Have you registered for and paid any municipal business tax which may apply? _____
6. If you are an employer, do you have worker's compensation insurance? _____
7. Does your business use a fictitious name (i.e. a name different from the one on your Articles of Organization)? _____ If so, have you properly notified the state of Tennessee? _____
8. Do all listings, letterheads, signage, and other materials reflect your official business name? _____
9. Do all leases and contracts reflect your official business name? _____
10. Has any ownership interest of your business been offered or sold since formation? _____ If so, did you consult with an attorney regarding possible tax and/or securities law ramifications? _____

Important Note: This list is not exhaustive, and it does not definitively indicate a legal issue if you answered "No" to any of these questions. This document is only intended to diagnose where there could be legal issues and further inquiry into those potential issues would be advised.