

法人設立チェックリスト

Incorporation

Create Written Consent of the Incorporation
Create Operating Agreement
Create First Meeting Minutes
Register in each state as a foreign entity
Obtain EIN from IRS

HR

Create Employee Handbook
Create Employment Contracts, if necessary
Obtain signed I-9 and file at the site
Obtain background check & drug test, if required
Create job description
Create performance evaluation form
Set up employee review policy

PR

Obtain EDD #
Obtain signed W-4 and check w/ SS office for verification
Setup Payroll Account w/ Paychex
Create Time Sheet / Time Cards
Obtain Fed/CA Employment posters

Admin

Open accounts w/ the following vendors-

1. SCCE (electricity)
2. The Gas Company (gas)
3. Waste Management Co (garbage)
4. Water / Sewage
5. DHL (carrier)
6. UPS (carrier)
7. Pitney Bowes (postage)
8. SBC (tel, internet, etc.)
9. COX (tel, internet, cable, etc.)
10. Quill (office supplies)
11. IT Maintenance (internet, server, e-mail, etc.)
12. Banks

Create Letterhead, Envelope & Business Cards
Obtain a domain name
Create web sites



Obtain Insurance

1. Product Liability
2. Business Liability
3. Umbrella
4. Worker's Compensation

Create data base of clients/vendors

Send opening announcement and/or opening party invitation to clients/vendors

Set up company policy

Update minutes as required

Set up legal documents file

Accounting

Determine which accounting programs to use

Set up customer lists and credit limits

Set up vendors lists and purchase policy

Set up chart of accounts in general ledger

Determine order processing procedures & billing procedures

Create forms for review & approvals

Create annual budget & variance reports

Generate invoice & AR aged ledger

Generate AP checks & AP aged ledger

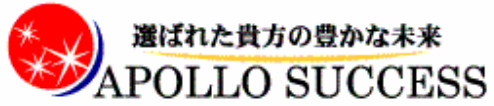
Generate monthly general ledger

Prepare payroll tax returns

Prepare sales tax returns, if necessary

Prepare corporate tax returns

Prepare annual financial statements



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