

Separate You & Your Biz

Due Date	Payroll Task	Completed
-----	Get an EIN from the IRS	<input type="checkbox"/>
-----	Open at least one business bank account	<input type="checkbox"/>
-----	Set up business merchant services such as PayPal, Square, or Venmo	<input type="checkbox"/>
-----	Get a business credit card, line of credit, or loan if needed	<input type="checkbox"/>
-----	If you cannot get a business credit card, get a personal card that is ONLY used for business (if needed)	<input type="checkbox"/>
-----	Put all business bills in business name	<input type="checkbox"/>
-----	Update any bill payments from personal accounts to come from business accounts	<input type="checkbox"/>
-----	Set up business accounts with vendors	<input type="checkbox"/>
-----	Talk to your accountant or tax preparer about potential business expenses such as auto and phone	<input type="checkbox"/>
-----	Create business email, social media, website, etc.	<input type="checkbox"/>
-----		<input type="checkbox"/>
-----		<input type="checkbox"/>