Startup Corporate Structure Checklist

TABLE OF CONTENTS

1. Introduction: Why This Checklist Exists
2. Step-by-Step Structure Setup
3. Strategic Reminders at Each Phase
4. Common Oversights to Watch
5. Mentor Notes for Execution
6. Resource Links

---

1. INTRODUCTION

This master checklist helps you build and manage your entire structure with confidence and precision. Use it as a blueprint and revise it quarterly.

2. STEP-BY-STEP STRUCTURE SETUP

- Register Holding Company
- Form Sector Entities
- Form Operating LLCs
- Apply for EINs (IRS)
- Open Business Bank Accounts
- Draft Operating Agreements
- Create Trust (if applicable)
- Assign Intercompany Agreements
- Submit BOI Report
- Set Up Initial Bookkeeping and Compliance Tools

3. STRATEGIC REMINDERS

- Use separate EINs and bank accounts for each LLC
- Always operate under separate books per entity
- Centralize expenses under Holding Co when appropriate

- Periodically move assets up to Trust

4. COMMON OVERSIGHTS

- Failing to file BOI Report in 2024+
- Not opening separate checking accounts for each LLC
- Mixing personal funds with business operations
- Missing annual Statement of Information (CA-specific)

5. MENTOR NOTES

Treat each entity like its own householdits own keys, account, fridge, rules. Respect that and your structure will respect you back.

6. RESOURCE LINKS

- [IRS EIN Application](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online)
- [BOI Reporting Portal](https://www.fincen.gov/boi)
- [California Statement of Information](https://bizfileonline.sos.ca.gov/)

Helpful Resources & Links:

IRS EIN Application: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

BOI Reporting Portal: https://www.fincen.gov/boi

California Statement of Information: https://bizfileonline.sos.ca.gov/