

START YOUR BUSINESS CHECKLIST

1. Decide on a name for your business.	
2. Register your business in the province in which you and your business are located.	
3. Set up a separate business bank account.	
4. Set up a credit card for your business.	
5. Determine if you need to register for sales tax.	
6. Evaluate if the Quick Method of calculating sales tax is more beneficial.	
7. Register for HST/GST with CRA* or if in Quebec, HST/GST and QST with RQ**, if required.	
8. Register for a payroll number with CRA* and if located in Quebec RQ**, if you plan to hire employees.	
9. Register for CRA* My Business Account or RQ** My Business Account, if located in Quebec.	
10. Evaluate what type of accounting system you are going to use e.g. spreadsheet, accounting software, or outsource.	
11. Decide how you plan to do your income taxes – DIY using software or outsource.	

For more information:

- ❖ Access our "[FASTSTART Your Business](#)" guide for more details on everything Canadian small business/self employed owners who are unincorporated need to know about starting their business.
- ❖ If you have specific questions about your situation, you can set up a consultation by visiting our [services page](#) or emailing us at @contact@montrealfinancial.ca

*CRA = Canada Revenue Agency **RQ = Revenue Quebec