

# SaaS Business Registration Checklist

## Planning & Preparation

- Define your business model: Clearly outline your SaaS offering, target audience, and revenue model.
- Conduct market research: Analyze your competitors, identify your niche, and understand market trends.
- Develop a business plan: Create a roadmap for your business, including your value proposition, marketing strategy, and financial projections.

## Choose a Business Structure

- Understand the options: Research the pros and cons of each structure for your case (Sole Proprietorship/Partnership/Limited Liability Company (LLC)/C Corporation/S Corporation)
- Consider your needs: Evaluate factors like liability, taxation, fundraising goals, and administrative burden.
- Seek expert advice: Consult with an attorney or accountant if you're unsure which structure is best for your situation.
- Make your selection: Choose the structure that aligns with your business goals and risk tolerance.

## Register Your Business

### Choose a business name:

- Brainstorm unique and relevant names.
- Check name availability with your state's business registry.
- Secure a matching domain name.

### File registration paperwork:

- Obtain the necessary forms from your state's Secretary of State website (Articles of Organization or Incorporation).
- Complete the forms accurately and submit them with the required fees.
- Obtain an EIN: Apply for an Employer Identification Number (EIN) from the IRS website. This is essential for tax purposes and opening a bank account.

### Obtain Licenses and Permits

- Research requirements: Identify the specific licenses and permits needed for your SaaS business in your city, state, and country.

#### Acquire necessary licenses:

- General business license
  - Sales tax permit (if applicable)
  - Professional licenses (if required for your specific services)
- Check for local regulations: Some cities or counties may have additional licensing requirements.

### Create Essential Legal Documents

- Draft internal agreements:
  - LLC: Create an Operating Agreement outlining ownership, profit/loss distribution, and member responsibilities.
  - Corporation: Draft Bylaws defining company governance, shareholder meetings, and director responsibilities.
  - Partnership: Create a Partnership Agreement detailing partner rights, responsibilities, and profit sharing.
- Review with an attorney: Ensure your agreements are legally sound and tailored to your specific needs.

## Set Up Your Financial Infrastructure

- Open a business bank account: Separate your personal and business finances for clarity and legal protection.
- Understand your tax obligations: Research federal, state, and local tax requirements for your business structure and location.
- Establish a tax payment system: Set aside funds regularly to cover your tax liabilities and avoid penalties.
- Consult with an accountant for complex tax matters, especially if operating internationally.

## Consider Scalability & Future Needs

- Evaluate different providers (PSPs or MoRs) based on:
  - Transaction fees and other costs
  - Supported payment methods and currencies
  - Security features and tax compliance
  - Integration options with your platform
  - Customer support and resources
- Choose the solution that best fits your needs and budget.
- Follow the provider's instructions to integrate the payment gateway into your website or app.
- Test thoroughly: Ensure a smooth and user-friendly checkout experience across different devices and payment methods.

## Maintain Compliance and Stay Informed

- Stay current with annual filing requirements imposed by your state.
- Mark important tax deadlines on your calendar and file returns.
- Stay up-to-date on relevant laws and regulations.
- Organize and securely store all your business registration documents, tax IDs, licenses, permits, and agreements.