

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.