



# Business Finances & Credit Setup Checklist

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Use this checklist to separate your personal and business finances, and begin building strong business credit.

*"The plans of the diligent lead to profit as surely as haste leads to poverty." – Proverbs 21:5 (NIV)*

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## **Separate Your Business & Personal Finances**

- ☐ Form an LLC or legal business entity.
- ☐ Apply for an EIN at IRS.gov.
- ☐ Open a business checking account.
- ☐ Get a business debit or credit card.
- ☐ Set up a business email and phone number.
- ☐ Track income and expenses using software like Wave, QuickBooks, or Google Sheets.
- ☐ Pay yourself a consistent amount from the business account.

## **Build Your Business Credit**

- ☐ Get a D-U-N-S Number from Dun & Bradstreet (free).
- ☐ Open Net 30 vendor accounts (e.g., Uline, Quill, Crown Office Supplies).
- ☐ Make purchases monthly and pay vendors on time.
- ☐ Apply for a business credit card that reports to business bureaus.
- ☐ Monitor your credit scores using Nav.com.
- ☐ Reevaluate credit-building tools every 3-6 months.

## **Helpful Tools & Resources**

- EIN Application – <https://www.irs.gov>

- LLC Formation – Northwest Registered Agent:  
<https://www.northwestregisteredagent.com/?affid=10023>
- Business Banking – Novo: <https://banknovo.grsm.io/yourlink>
- Business Credit Tracking – Nav: <https://www.nav.com>
- D-U-N-S Number – <https://www.dnb.com>
- Vendor Accounts – Uline, Quill, Crown Office Supplies