

ENVISION, STRATEGIZE & ACTUALIZE.

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DREAM BIG, AND WEAR A HELMET.

Starting a business may be the most rewarding — and most challenging — thing you may ever do. Here's a **HOW TO LAUNCH** checklist to help you start up strong.

ENVISION: PRE-FORMATION PLANNING

- Create your business plan and budget; project revenue and expenses.
- File organizing documents, trademark or service mark, and/or trade names.
- File BB-1 for Hawai'i General Excise Tax number, withholding, unemployment, etc.
- Apply for Federal Employment Identification Number.
- Purchase applicable business insurance.

STRATEGIZE: POST-FORMATION PLANNING

- Establish your location and determine space needs.
- Determine IT needs; hire or train IT staff as needed ASAP.
- Implement marketing budget, website development, vendor selection.
- Government contractors: apply for DUNS number; register with the System for Award Management (fka Central Contractor Registration); submit State of Hawai'i/County Statements of Qualifications and Expressions of Interest.

ACTUALIZE: DEVELOP YOUR WORKFORCE

- Draft job descriptions and establish wage rates; draft interview questions and selection criteria.
- Select service providers for mandatory insurance and non-mandatory benefit plans, payroll administration; identify optional vendors (drug testing, recruitment, HR services, etc.).
- Establish employee benefit plans: draft legally required employee benefits documents; confirm DLIR notification for all mandatory insurance plans; register for DLIR unemployment insurance account; submit DLIR Questionnaire on Insurance Coverage.
- Recruit and staff positions; document the process (application, interview log, etc.).
- Draft and distribute employment documentation: Substance Abuse Programs; personnel policies and/or employee handbook; New Hire Packets; Summary Plan Descriptions.
- Payroll and benefits administration: input individuals in payroll system; enroll employees in health insurance plan and other optional benefits plans; submit Form HC-5 for application employees; file Form W-4 with Child Support Enforcement Agency.

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