

# Business & Admin Readiness Checklist

A practical check for solo operators, side-hustlers, and small businesses in Ontario.

## Identity & structure

- Decided on structure (sole prop, partnership, or incorporation)
- Business name chosen and checked (NUANS search if incorporating)
- Business registered with the correct level of government
- CRA business number obtained (if needed)
- HST/GST registration assessed (\$30K threshold)

## Money & banking

- Separate business bank account opened
- Separate debit/credit card used only for business
- Bookkeeping method chosen (spreadsheet, software, or bookkeeper)
- Receipts captured digitally as you go
- Owner pay / draw plan in writing

## Tax & records

- HST collected and remitted on schedule (if registered)
- Income tax instalments calendar set
- Mileage log started (if vehicle is used for work)
- Home office expense method chosen
- Year-end checklist saved somewhere you'll find it

## Operating basics

- Pricing written down and defensible
- Standard quote / invoice template ready
- Payment terms decided (and on every invoice)
- Contract / terms-of-service template for clients
- Insurance reviewed (liability, professional, contents)

## Digital hygiene

- Business email on a domain you own
- Password manager in use
- 2FA on bank, email, and accounting tools
- Backups for important files
- One place where 'how this business runs' is written down

### **People & boundaries**

- Clear weekly working hours (so the business doesn't eat your life)
- One trusted advisor identified (accountant, mentor, peer)
- Plan for what happens if you're sick for two weeks

### **Not legal or tax advice**

This checklist is a starting point for self-assessment, not professional advice. Verify the specifics for your situation with an accountant or lawyer.