

Welcome to the "14 Essential Steps to Launch a Business" Guide!

Brought to you by the MVPC, MVED & REDO

The Merrimack Valley Economic Development Corporation (MVED), as a Regional Economic Development Organization (REDO), enhances the region's economy by attracting and retaining businesses, promoting entrepreneurship, and fostering innovation. MVED and its partner organization, the Merrimack Valley Planning Commission (MVPC), work closely with their 15 member communities to address regional concerns, support business growth, and connect businesses with state and municipal resources.

To learn about free state, federal, and non-profit resources to support your business operations, visit WeAreMV.com or contact us at the email or phone number below.

If you're just getting started in your business journey, we've attached a simple guide with 14 practical steps to help entrepreneurs like yourself thrive in the Merrimack Valley. From developing a business idea and creating a plan to understanding zoning requirements and maintaining compliance, it provides essential resources for success.

For additional information or assistance, contact Janin Duran, Economic Development Specialist, at jduran@mvpc.org or 978-374-0519 x35

Let's get started on building a successful and sustainable business in the Merrimack Valley!

1. Develop Your Business Idea

Define your business concept, products/services, and target market.

Conduct market research to validate your idea.

2. Create a Business Plan

Outline your business goals, strategies, financial projections, and operational plans.

Include details on funding, marketing, and growth plans.

3. Choose a Business Structure

Select a legal structure (e.g., Sole Proprietorship, LLC, Corporation, Partnership).

Each structure has different implications for taxes, liability, and operations.

4. Register Your Business Name

Choose a unique business name.

Check name availability using the Massachusetts Secretary of State's website.

File a Doing Business As (DBA) certificate if operating under a different name.

5. Apply for an Employer Identification Number (EIN)



Obtain an EIN from the IRS for tax purposes and hiring employees.

Apply online at the [IRS website](#).

6. Register with the Massachusetts Secretary of State



File your business with the Corporations Division if forming an LLC or Corporation.

You can register online at Massachusetts Corporations Division.

7. Obtain Business Licenses and Permits



Determine the necessary licenses and permits at the local, state, and federal levels.

Use the Massachusetts E-Licensing Portal for state-specific permits.

8. Register for State Taxes



Sign up for Massachusetts state taxes through MassTaxConnect.

Depending on your business, you may need to register for:

- Sales tax
- Withholding tax
- Unemployment insurance

9. Set Up Financials



Open a business bank account.

Set up accounting processes or software to manage finances.

Consider hiring a financial advisor or accountant.

10. Get Business Insurance



Protect your business with insurance (e.g., general liability, workers' compensation, professional liability).

Some insurances may be required depending on your industry.

11. Understand Zoning Requirements



Verify that your business location complies with local zoning laws.

Contact your city or town's planning or zoning department.

12. Prepare for Hiring Employees



Comply with federal and state labor laws.

Set up payroll and understand employer responsibilities.

13. Promote Your Business



Develop a marketing plan to attract customers.

Utilize online marketing, networking, and local events.

14. Stay Compliant



Keep up with ongoing requirements like annual reports, renewals, and tax filings.

Maintain proper records and documentation.