



JCM Accountancy Limited

Start-Up Checklist

A premium guide for new
limited companies and sole
traders

Sole Trader Checklist

- Register for Self Assessment
- Choose a business name
- Open a business bank account
- Set up bookkeeping system
- Track allowable expenses
- Register for VAT (if required)
- Set aside funds for tax
- Keep accurate financial records
- Submit tax returns on time
- Review tax efficiency regularly

Sole Trader: HMRC Tax Setup

- Register for Self Assessment with HMRC (online)
- Receive your Unique Taxpayer Reference (UTR)
- Set up a Government Gateway account
- Understand payment deadlines (31 Jan / 31 July)
- Keep records of income and expenses
- Consider VAT registration if turnover exceeds threshold



Limited Company Checklist

- Register your company with Companies House
- Appoint directors and shareholders
- Open a dedicated business bank account
- Register for Corporation Tax
- Implement bookkeeping software (e.g. Xero)
- Register for VAT (if required)
- Set up PAYE if employing staff
- Plan salary and dividend structure
- Understand allowable expenses
- Maintain compliance with all deadlines

Limited Company: Companies House Setup

- Choose company name and check availability
- Register company with Companies House
- Appoint director(s) and shareholder(s)
- Issue shares and define ownership
- Receive Certificate of Incorporation
- Register for Corporation Tax with HMRC
- Open a business bank account
- Set up accounting system (e.g. Xero)



Stay Ahead. Stay Compliant.

Book your free compliance review today.

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