



Legalities Checklist for Starting a Courier Business

This workbook helps you tackle legal aspects for your courier business. Follow the checklist to stay compliant, manage risks, and set a strong foundation for success.

Let's begin!



Section 1: Business Formation

Choose Your Business Structure:

Sole Proprietorship

Limited Liability Company (LLC)

Corporation

Register Your Business Name:

Check the availability of your desired business name

Register your business name with the appropriate state agency

Obtain Necessary Licenses and Permits:

Research and obtain the required licenses and permits for operating a courier business in your state and locality

Obtain an Employer Identification Number (EIN):

Apply for an EIN from the IRS to establish your business identity for tax purposes



Section 2: Insurance

General Liability Insurance:

Research and purchase general liability insurance to protect against claims of property damage or bodily injury



Cargo Insurance:

Obtain cargo insurance to cover loss or damage to the goods you transport



Workers' Compensation Insurance:

If applicable, ensure compliance with workers' compensation insurance requirements to cover employee injuries.



Commercial Auto Insurance:

Secure commercial auto insurance to adequately cover your vehicles used for business purposes.





Section 3: Regulations

Federal Regulations:

Research and understand regulations set by the Federal Motor Carrier Safety Administration (FMCSA) governing safety standards and licensing requirements

State-Specific Regulations:

Investigate additional licensing or permitting requirements imposed by your state for courier businesses.

State-Specific Regulations Notes



Section 4: Taxes

Understand Your Tax Obligations:

Consult with a tax advisor to comprehend federal, state, and local tax obligations applicable to your business structure and income.



Register for State Sales Tax:

Determine if you need to collect and remit sales tax on your courier services and register accordingly with the state tax authority.





Section 5: Other Considerations

Obtain Necessary Permits:

Secure any permits required for operating your courier business in your city or county.



Develop Terms and Conditions of Service:

Draft comprehensive terms and conditions outlining your liability, customer expectations, and dispute resolution procedures.



Explore Industry-Specific Regulations:

Research and comply with any industry-specific regulations based on the type of goods you transport.





Congratulations! You've completed the Legalities Workbook for Starting a Courier Business

By diligently following the checklist and taking necessary actions, you've laid a solid legal foundation for your venture. Remember to regularly review and update your compliance measures as your business grows. Best of luck on your entrepreneurial journey!