



# Checklist

for New or Transitioning Farms

This brief summary is intended to acquaint you with some of the common first considerations. You should research your local, State, and Federal requirements fully and make the best decisions for your farm or ranch business in accordance with your priorities.

## Planning

- Secure farm business location(s) (purchase, rent, or lease).
- Complete farm planning process (production, marketing, and financial plans).
- Select and develop farm products and/or services.

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## Advice

- Review your farm business plans with an advisor.
- Research what resources might be available to support your business and vision.

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## Education

- Attend field days, workshops, courses, or formal education programs to build necessary skills to ensure you can successfully produce your selected farm products and/or services.

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## Set Up Your Business

- Establish farm legal structure (e.g., sole proprietorship, partnership, corporation, cooperative).
- Register your farm business and get a farm number; obtain business certificate.
- Obtain tax identification numbers for the farm business:
  - Sales Tax
  - Employer's Tax

- Acquire necessary permits, licenses, and certifications; prepare to comply with all relevant regulations:
  - Local
  - State
  - Federal
- Purchase necessary insurance (e.g., liability, health, life, crop, property, workers' compensation).
- Establish farm work plan; hire and schedule farm labor.

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## Funding

- Secure necessary financing (farm capitalization and operating); establish credit with key suppliers.

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## Other Key Considerations

- Establish farm management team and job descriptions (e.g., family members and partners, employees, lawyer, accountant, other consultant services).
- Open farm business bank account(s).
- Set up farm business office; obtain necessary supplies and equipment.
- Set up farm bookkeeping and recordkeeping systems.
- Establish farm policies (personnel, safety, visitor).
- Establish distribution channels/markets for farm products.
- Produce promotional and advertising material.