



“The Accounting & Money Movement Solution for Law Firms & Their Leaders”

## LAW FIRM ESTABLISHMENT CHECKLIST

### INTERNAL SETUP

- Form your entity & complete operating agreement/shareholder agreement
- Obtain a Federal EIN from the IRS:
  - [IRS Apply for an Employer Identification Number \(EIN\) online](#)
- Open bank accounts – Operating & Trust
  - Check your bar association website for a list of approved banks for trust accounts/IOLTA compliance
  - Be sure to do any required reporting with your state bar about your trust account
- Obtain a website domain for your new firm
  - [Domain Name Search | Find Your WordPress.com Domain Now](#)
- Setup MS Office or G-Suite using your new firm domain
  - If hiring an IT Services provider (encouraged), see if they will purchase this for you
- Acquire a business phone number
- Obtain malpractice insurance
  - Check your bar association website for a list of preferred malpractice insurance providers (and discounted rates)
- If you will have employees on Day 0:
  - Register with departments of revenue and labor
  - Obtain workers compensation insurance if required.
- Hire CPA that works with attorneys for your full back-office accounting work & setup
  - [CPA for Law Firms | Lancaster CPA – Legal Accounting by a Licensed Attorney-CPA](#)
  - The CPA should handle these fundamental setup items:
    - Purchase your QBO subscription,
    - Purchase your Payroll Software (if needed)
    - Assist with decisions on your fundamental software stack
    - Integrate your QBO & Practice Management/Billing Software and Payroll Software
  - The CPA should handle these ongoing items:
    - Core operational accounting (do not hire a “bookkeeper”)
    - Money Movement & Bill payment (optional)
    - Tax planning and preparation
    - Initial registration with the Department of Labor and Revenue

- Select Billing, Practice Management, Accounting, Payroll, and Spending Vendors
  - <https://www.lancasterfirm.cpa/wp-content/uploads/2025/09/law-firm-tech-stacks.pdf>

#### CURRENT CLIENT-FACING

- Have any existing clients sign new engagement letters
- Update any court or other accounts
- File substitutions/notices of appearance in active matters as needed

#### FUTURE CLIENT/PUBLIC FACING

- Set up basic website & Logo
  - See if your IT Provider will recommend someone for your website
- Set up your Google Business Profile
  - [Get started with Google Business Profile - Google Business Profile Help](#)
- Update social media accounts and bar organization directories
- Purchase business cards