



## Step-By-Step - Booking Agent - Business Set-up

Congratulations on becoming a Booking Agent with Flushing Hills Hunting Club!

In order to start making money and to become eligible of the tax advantages that come with business ownership; let's walk through the step-by-step process. It's really very simple and this ten (10) step process will walk you every step of the way.

We would recommend that you go to the web site at [www.flushinghillshuntingclub.com](http://www.flushinghillshuntingclub.com) and click on the right side of the page "Make Hunting & Fishing Your Business". Inside there are several presentations. First is "Your Business". This presentation gives you the business concepts of setting up a business in the outdoor world. The second presentation is the "Tax Booklet", which we will highlight here. The third is a presentation on Club and Corporate Club Membership. You should already be a Club Member or a Corporate Club Member with a signed Booking Agent Agreement in order to proceed from here.

If you have your Booking Agent Agreement in place you are ready to Make Hunting & Fishing Your Business! Let's follow the steps in the Tax Booklet Presentation:

1. Join Flushing Hills Hunting Club.
2. Sign-up as a Booking Agent.
3. Form LLC or establish Sole Proprietorship. EIN # or SSN.
4. Get a binder or something to keep your records in.
5. Design and purchase business cards.
6. Set up checking account or credit card in the name of your business.
7. Pay all bills related to the outdoors with this account. This will establish your business connection to these expenses.
8. Be especially aware of the miles you travel that are business related and keep close records of those miles. The IRS tax code is very generous with business mileage deductions.
9. Hand out business cards to anyone and everyone.
10. Keep a record of the name and date to those that you gave a card.

That's it! If you will keep good records and "try" to make sales you will actually make sales and earn an income through your booking agency. We will assist you in closing the sales and help you in your exciting new business. We will have ongoing training on the web site and you can always call us with your questions. Remember one of the big advantages with being a Booking Agent with Flushing Hills is the tax advantage. If your accountant is not supportive of your deductions we would recommend that you shop around for another tax professional. This is a legitimate business and you must only have a motive for profit to take these amazing deductions. Work at it and have some fun. After all – this is the outdoor world and you are now on the inside!