BUSINESS START-UP CHECKLIST

✓ DETERMINE YOUR ORGANIZATIONAL STRUCTURE

📖 Resources: Internal Revenue Service: Business Structures
Small Business Administration: Choose Your Business Structure
Montana Secretary of State's Office: Organizational Structures

✓ REGISTER YOUR ASSUMED BUSINESS NAME

📖 Resources: Application for Registration of Assumed Business Name

☎ Contact: Montana Secretary of State's Office, Business Services Division, (406) 444-3665

✓ FILE APPROPRIATE ORGANIZATIONAL DOCUMENTS

📖 Resources: Montana Secretary of State's Office: Business Forms

☎ Contact: Montana Secretary of State's Office, Business Services Division, (406) 444-3665

✓ APPLY FOR FEDERAL AND STATE TAX IDENTIFICATION NUMBERS

📖 Resources: Internal Revenue Service: How to Apply for an EIN
Internal Revenue Service: Form SS-4 & Employer Identification Number (EIN)
Montana Department of Revenue: Taxpayer Access Point (For Businesses)

☎ Contact: Internal Revenue Service, 1 (800) 829-4933, List of Montana Offices
Montana Department of Revenue, (406) 444-6900

✓ DETERMINE BUSINESS LICENSING REQUIREMENTS

📖 Resources: Montana Department of Revenue: State of Montana Licenses
Montana Department of Commerce: Small Business Licensing Information

☎ Contact: Montana Association of Counties, (406) 449-4360
Montana Department of Revenue, One-Stop Licensing, (406) 444-6900
Montana Department of Labor & Industry, Professional & Occupational Licensing, (406) 841-2300
Montana Department of Agriculture, Technical Services Bureau, (406) 444-5400
Montana Department of Revenue, Liquor Licensing Division, (406) 444-6900
Montana Department of Justice, Gambling Control Division, (406) 444-1971
Montana Department of Labor & Industry, Construction Contractor Registration Unit, (406) 444-9586
Montana Department of Labor & Industry, Independent Contractor Central Unit, (406) 444-9029

✓ COMPLY WITH EMPLOYMENT RULES AND REGULATIONS

📖 Resources: Montana Department of Revenue: Employer's Tax Guide
Montana Department of Labor & Industry: Employment Laws
Montana Department of Labor & Industry: Workers' Compensation and Occupational Disease Blue Book
Montana Department of Labor & Industry: Montana Unemployment Insurance Employer Handbook
Montana Department of Public Health & Human Services: New Hire Booklet

☎ Contact: Montana Department of Labor & Industry, Workers' Compensation Regulations Bureau, (406) 444-0566
Montana Department of Labor & Industry, Unemployment Insurance Division, (406) 444-3834
Montana Department of Public Health & Human Services, New Hire Reporting Program, 1 (888) 866-0327

✓ DETERMINE YOUR TAX OBLIGATIONS AND SET UP WITHHOLDING RECORDS

📖 Resources: IRS Publication 583: Starting a Business and Keeping Records
IRS Publication 334: Tax Guide for Small Business
IRS Publication 505: Tax Withholding and Estimated Tax
Montana Department of Revenue: Montana Wage Withholding Tax Information

☎ Contact: Internal Revenue Service, 1 (800) 829-4933, List of Montana Offices

✓ PROTECT YOUR INTELLECTUAL PROPERTY

📖 Resources: Montana Technology Innovation Partnership (MTIP): Protecting Your Intellectual Property

☎ Contact: Montana Technology Innovation Partnership (MTIP), (406) 994-3885
U.S. Patent & Trademark Office, 1 (800) 786-9199
U.S. Copyright Office, 1 (877) 476-0778

MONTANA SMALL BUSINESS DEVELOPMENT CENTERS

Billings SBDC, Big Sky Economic Development Authority
Dena Johnson, SBDC Director
dena@bigskyeda.org, (406) 254-6014

Bozeman SBDC, Montana Community Development Corporation
Pete Koson, SBDC Business Advisor
petek@mtcdc.org, (406) 728-9234

Butte SBDC, Headwaters RC&D Area, Inc.
Julie Jaksha, SBDC Director
jjaksha@headwatersrcd.org, (406) 533-6780

Colstrip SBDC, Southeastern Montana Development Corporation
John Sisson, SBDC Director
sbdc@bhwi.net, (406) 748-2990

Great Falls SBDC, Great Falls Development Authority
Jason Nitschke, SBDC Director
jnitschke@gfdevelopment.org, (406) 771-9032

Havre SBDC, Bear Paw Development Corporation
Joe LaPlante, SBDC Director
jlaplante@bearpaw.org, (406) 399-1557

Helena SBDC, Montana Business Assistance Connection
Brandon Orr, SBDC Director
Brandon.orr@umhelena.edu, (406) 447-6376

Kalispell SBDC, Flathead Valley Community College
John Balsam, SBDC Director
sbdc@fvcc.edu, (406) 756-3836

Missoula SBDC, Montana Community Development Corporation
Amita Patel Greer, SBDC Director
amitap@mtcdc.org, (406) 728-9234

Wolf Point SBDC, Great Northern Development Corporation
Lorene Hintz, SBDC Director
sbdc@gndc.org, (406) 653-2590

ADDITIONAL RESOURCES

Business Resources:	Business Resources Division, Montana Department of Commerce, (406) 841-2730
Exporting:	Export Montana, Montana Department of Commerce, (406) 841-2754
Government Contracting:	Montana Procurement Technical Assistance Centers, Big Sky Economic Development, (406) 869-8410
Healthcare Reform:	Montana Health Insurance Answers, Montana Commission of Securities & Insurance, (406) 444-2040
Manufacturing:	Montana Manufacturing Extension Centers, Montana State University, (406) 994-3812
Market Research:	Montana Site Selector, GCS Research, (406) 532-3265 Census and Economic Information Center, Montana Department of Commerce, (406) 841-2740 U.S. Census Bureau, U.S. Department of Commerce, 1 (800) 923-8282 Our Facts Your Future, Montana Department of Labor & Industry, (406) 444-2430
Montana Products:	Made in Montana, Montana Department of Commerce, (406) 841-2757
Veteran Businesses:	Rocky Boy Veterans Center, (406) 868-4093
Women in Business:	Montana Women's Business Center, Prospera Business Network, (406) 587-3113