

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](#)
- ☎ 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@bigskyveda.org, (406) 254-6014

Bozeman SBDC, [Montana State University](#)
anya.petersenfrey@montana.edu, (406) 728-9234

Butte SBDC, [Headwaters RC&D Area, Inc.](#)
jjaksha@headwatersrcd.org, (406) 533-6780

Colstrip SBDC, [Southeastern Montana Development Corporation](#)
sbdc@semdc.org, (406) 748-2990

Great Falls SBDC, [Great Falls Development Authority](#)
jnitschke@gfdevelopment.org, (406) 771-9032

Havre SBDC, [Bear Paw Development Corporation](#)
jlaplante@bearpaw.org, (406) 399-1557

Helena SBDC, [Helena College-U of M](#)
Brandon.orr@umhelena.edu, (406) 447-6376

Kalispell SBDC, [Flathead Valley Community College](#)
sjuneau@fvcc.edu, (406) 756-3836

Missoula SBDC, [University of Montana](#)
jennifer.stephens@mso.umt.edu, (406) 728-9234

Wolf Point SBDC, [Great Northern Development Corporation](#)
sbdc@gndc.org, (406) 653-2590

ADDITIONAL RESOURCES

- Business Resources: [Montana Office of Tourism & Business Development](#), 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 Business Outreach Center: [VBOC](#), (406) 869-8411
- Women in Business: [Montana Women's Business Center](#), Prospera Business Network, (406) 587-3113