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

Contact: Montana Secretary of State’s Office, Business Services Division, 406.444.3665

✓ FILE APPROPRIATE ORGANIZATIONAL DOCUMENTS

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
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
Montana Association of Counties, 406.449.4360
Montana Department of Revenue, eStop Business 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: Employer Guide to New Hire Reporting

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): Intellectual Property

Contact: Montana Technology Innovation Partnership (MTIP), 406.994.7788
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@bigskyeda.org, 406.254.6014

Bozeman SBDC, Montana State University
thomas.walker5@montana.edu, 406.994.5885

Butte SBDC, Headwaters RC&D Area, Inc.
jjaksha@headwatersrcd.org, 406.533.6780

Great Falls SBDC, Great Falls Development Authority
jintschke@gfdevelopment.org, 406.771.9032

Havre SBDC, Bear Paw Development Corporation
jlaplante@bearpaw.org, 406.399.1557

Helena SBDC, Helena College – U of M
Ryan.loomis@helenacollege.edu, 406.447.6376

Kalispell SBDC, Flathead Valley Community College
dorton@fvcc.edu, 406.756.3836

Miles City SBDC, Miles Community College
bakert@milescc.edu, 406.874.6168

Missoula SBDC, University of Montana
jennifer.stephens@mso.umt.edu, 406.243.4770

Wolf Point SBDC, Great Northern Development Corporation
sbdc@gndc.org, 406.653.2590
ADDITIONAL RESOURCES

Business Resources:  Office of Tourism and Business Development, Montana Department of Commerce, 406.841.2870

Exporting:  Export Montana, Montana Department of Commerce, 406.841.2754

Government Contracting: Montana Procurement Technical Assistance Center, Big Sky Economic Development, 406.256.6871

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, Montana Governor’s Office of Economic Development, 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

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