



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](#)

 Contact: [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](#)
jnitschke@gfdevelopment.org, 406.771.9032

Havre SBDC, [Bear Paw Development Corporation](#)
ilaplante@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](#)
dgorton@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