**BUSINESS START-UP CHECKLIST**

- **DETERMINE YOUR ORGANIZATIONAL STRUCTURE**
  - Resources: Internal Revenue Service: [Business Structures](#)
  - Resources: Small Business Administration: [Choose Your Business Structure](#)
  - Resources: 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](#)
  - Resources: Internal Revenue Service: [Form SS-4 & Employer Identification Number (EIN)](#)
  - Resources: Montana Department of Revenue: [Taxpayer Access Point (For Businesses)](#)
  - Contact: Internal Revenue Service, 1 (800) 829-4933, [List of Montana Offices](#)
  - Contact: 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
  - Contact: Montana Department of Revenue, [One-Stop Licensing](#), (406) 444-6900
  - Contact: Montana Department of Labor & Industry, [Professional & Occupational Licensing](#), (406) 841-2300
  - Contact: Montana Department of Agriculture, [Technical Services Bureau](#), (406) 444-5400
  - Contact: Montana Department of Revenue, [Liquor Licensing Division](#), (406) 444-6900
  - Contact: Montana Department of Justice, [Gambling Control Division](#), (406) 444-1971
  - Contact: Montana Department of Labor & Industry, [Construction Contractor Registration Unit](#), (406) 444-9586
  - Contact: 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](#)
  - Resources: Montana Department of Labor & Industry: [Employment Laws](#)
  - Resources: Montana Department of Labor & Industry: [Workers’ Compensation and Occupational Disease Blue Book](#)
  - Resources: Montana Department of Labor & Industry: [Montana Unemployment Insurance Employer Handbook](#)
  - Resources: Montana Department of Public Health & Human Services: [New Hire Booklet](#)
  - Contact: Montana Department of Labor & Industry, [Workers’ Compensation Regulations Bureau](#), (406) 444-0566
  - Contact: Montana Department of Labor & Industry, [Employment Insurance Division](#), (406) 444-3834
  - Contact: 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

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**MONTANA SMALL BUSINESS DEVELOPMENT CENTERS**

- **Billings SBDC,** Big Sky Economic Development Authority
dena@bigskyeda.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