




# BUSINESS START-UP CHECKLIST

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## ✓ 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](mailto:dena@bigskyveda.org), (406) 254-6014

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

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

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

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

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

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

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

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

**Wolf Point SBDC**, [Great Northern Development Corporation](#)  
[sbdc@gndc.org](mailto: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