

✓ STEP 1: CALL THE SBDC TO ASSIST YOU AS YOU NAVIGATE YOUR NEW JOURNEY

○ Our offices are also [on our website](#):

- **Billings SBDC**, [Big Sky Economic Development Authority](#)
dena@bigskyeda.org, (406) 254-6014
- **Bozeman SBDC**, [Montana State University](#)
anya.petersenfrey@montana.edu, (406) 599-0790
- **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](#)
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
- **Miles City SBDC**, TBA – Coming soon
- **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

✓ STEP 2: REGISTER FOR OUR LOW COST TRAINING

○ [Visit our training calendar webpage](#) for upcoming opportunities

✓ 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



BUSINESS START-UP CHECKLIST

✓ CONSULT 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