INQUIRE WITH THE SBDC TO ASSIST WITH NAVIGATING BUSINESS VENTURES

• Billings SBDC: Big Sky Economic Development Authority
  406.254.6014
  lorene@bigskyeda.org

• Bozeman SBDC: Prospera Business Network
  406.533.6780
  jturczyn@prosperamt.org

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

• Great Falls SBDC: Great Falls Development Authority
  406.750.0314
  nitschke@growgreatfalls.org

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

• Kalispell SBDC: Flathead Valley Community College
  406.756.3836
  dgorton@fvcc.edu

• Miles City SBDC: Miles Community College
  406.874.6168
  bakert@milescc.edu

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

• Wolf Point SBDC: Great Northern Development Corp.
  406.653.2590
  sbdc@gndc.org

All locations and training are listed on sbdc.mt.gov
BUSINESS START-UP GUIDE

DETERMINE YOUR ORGANIZATIONAL STRUCTURE

Resources:
- Small Business Administration: Choose Your Business Structure
- Montana Secretary of State’s Office: Organizational Structures
- Internal Revenue Service: Business Structures

REGISTER YOUR ASSUMED BUSINESS NAME & FILE APPROPRIATE ORGANIZATIONAL DOCUMENTS

Contact:
- Montana Secretary of State’s Office, Business Services Division
  406.444.3665 | Email: sosbusiness@mt.gov

APPLY FOR FEDERAL AND STATE TAX IDENTIFICATION NUMBERS

Resources:
- Internal Revenue Service: How to Apply for an EIN
- Internal Revenue Service: SS-4 Form & Employer Identification Number (EIN)
- Montana Department of Revenue: Taxpayer Access Point (For Businesses)

Contact:
- Internal Revenue Service: 1.800.829.4933 | Montana Locations
- 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 | Website
- Montana Department of Revenue: 406.444.6900 | eStop Business Licenses
- Montana Department of Labor & Industry: 406.841.2300 | Professional & Occupational Licensing
- Montana Department of Agriculture: 406.444.3144 | Technical Service Bureau
- Montana Department of Revenue: 406.444.6900 | Liquor Licensing Division
- Montana Department of Justice: 406.444.1971 | Gambling Control Division
- Montana Department of Labor & Industry: 406.444.9029 | Independent Contractor Central Unit
- Montana Department of Labor & Industry: 406.444.0563 | Construction Contractor Registration Unit
EMPLOYMENT RULES AND REGULATIONS

Resources:
- Montana Department of Revenue: Employee Tax
- Montana Department of Labor & Industry: Employment Laws
- Montana Department of Labor & Industry: Worker’s 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 Association of Labor & Industry: 406.444.0566 | Worker’s Compensation Regulations Bureau
- Montana Association of Labor & Industry: 406.444.3783 | Unemployment Insurance Division
- Montana Department of Public Health & Human Services: 406.444.9290 | New Hire Reporting System

DETERMINE TAX OBLIGATIONS AND SETTING 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 | Montana Locations

PROTECT 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
ADDITIONAL RESOURCES

- Business Resources: 406.841.2870 | Montana Office of Tourism & Business Development
- Exporting: 406.841.2783 | Export Montana
- Government Contracting: 406.256.6871 | Montana Procurement Technical Assistance Centers
- Healthcare Reform: 406.444.2040 | Montana Health Insurance Answers
- Manufacturing: 406.994.3812 | Montana Manufacturing Extension Centers
- Market Research: 406.532.3265 | Montana Site Selector
- Market Research: 406.841.2740 | Census and Economic Information Center
- Market Research: 1.800.923.8282 | U.S. Census Bureau
- Market Research: 406.444.4100 | Montana Labor Market Information
- Montana Products: 406.841.2757 | Made in Montana
- Veteran Business Outreach Center: 406.869.8411 | VBOC
- Women in Business: 406.587.3113 | Montana Women’s Business Center