Business Startup Guide

SBDC Startup Series

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

406-587-3113

kgee@prosperamt.org

- Butte SBDC: Headwaters RC&D, Inc.

406-533-6780

jdoyle@headwatersrcd.org

- Great Falls SBDC: Great Falls Development Authority

406-750-0314

deb@growgreatfalls.org

- Havre SBDC: Bear Paw Development Corporation

406-399-1557

jlaplante@bearpaw.org

- Helena SBDC: Montana Business Assistance Connection

406-594-7487

cjoaquin@mbac.biz

- Kalispell SBDC: Flathead Valley Community College

406-756-9496

rdriscoll@fvcc.edu

- Miles City SBDC: Miles Community College

406-874-6168

smithe@milescc.edu

- Missoula SBDC: University of Montana

406-243-4770

jennifer.stephens@mso.umt.edu

- Wolf Point SBDC: Great Northern Development Corp.

406-650-2524

sbdc@gndc.org

All locations and trainings are listed on sbdc.mt.gov

Determine your organizational structure

Resources:

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

Register your assumed business name and file appropriate organizational documents

Contact:

- Montana SOS, Business Services Divison 406-444-3665 Email: sosbusiness@mt.gov

Apply for federal and state tax identification numbers

Resources:

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

Contact:

- IRS: 800-829-4933 Montana Locations
- DOR: 406-444-6900

Determine business licensing requirements

Resources:

- DOR: State of Montana Licenses

Contact:

- Montana Association of Counties: 406-449-4360
- DOR: 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
- DOR: 406-444-6900 Liquor Licensing Division
- Montana Department of Justice: 406-444-2026 Gambling Control Division
- DOLI: 406-444-9029 Independent Contractor Central Unit
- DOLI: 406-444-0563 Construction Contractor Registration Unit

Employment rules and regulations

Resources:

- DOR: Employee Tax
- DOLI: Employment Laws
- DOLI: Worker's Compensation and Occupational Disease Blue Book
- DOLI: Montana Unemployment Insurance Employer Handbook
- Montana Department of Public Health & Human Services: New Hire Booklet

Contact:

- DOLI: 406-444-2840 Worker's Compensation Regulations Bureau
- DOLI: 406-444-3783 Unemployment Insurance Division
- DPHHS: 406-444-5622 New Hire Reporting System

Determine 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
- DOR: Montana Wage Withholding Tax Information

Contact:

- IRS: 800-829-4933 Montana Locations

Protect your intellectual property

Contact:

- Montana Technology Innovation Partnership: 406-994-7788
- U.S. Patent and Trademark Office: 800-786-9199
- U.S. Copyright Office: 877-476-0778

Additional resources

- Business Resources: 406-841-2870 Montana Department of Commerce
- Exporting: 406-841-2783 Commerce
- 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: 800-923-8282 U.S. Census Bureau
- Market Research: 406-444-4100 DOLI
- 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

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