



# BUSINESS START-UP GUIDE

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## 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](#)  
406.836.2078  
rgannon@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 training are listed on [sbdc.mt.gov](http://sbdc.mt.gov)



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## 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](mailto: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: 406.444.2026 | [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](#)



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## 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: 406.444.2840 | [Worker's Compensation Regulations Bureau](#)
- Montana Association of Labor & Industry: 406.444.3783 | [Unemployment Insurance Division](#)
- Montana Department of Public Health & Human Services: 406.444.5622 | [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 \(MTIP\)](#): 406.994.7788
- [U.S. Patent & Trademark Office](#): 1.800.786.9199
- [U.S. Copyright Office](#): 1.877.476.0778



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## 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](#)