



How to Start a Business in Montana Checklist

1. Form your business. ☐

1.1. Review formation options in Montana. ☐

There are four formatting options; review each and choose the best one for your business.

1.2. Name your business. ☐

Verify the availability of your business name on the Montana Secretary and State website and then file an Application for Registration of Assumed Business Name (sole proprietorships and partnerships) or a Reservation of Name application (LLCs and corporations).

1.3. Get an employer identification number. ☐

Apply for an EIN with the IRS.

1.4. Register your business in Montana. ☐

File the correct articles with the Secretary of State using the ePass Montana secure site.

1.5. Obtain necessary permits and licenses. ☐

Check the Department of Revenue or the Department of Commerce's websites for industry-specific information.

2. Register your business for taxes. ☐

2.1. Register with the Montana Department of Revenue. ☐

Complete the registration for a New Tax Account using your EIN or social security number and your SOS ID number.

2.2. Register for an employer withholding tax number. ☐

Register with the Montana Department of Revenue.

3. Hire employees. ☐

3.1. Report all new and rehired employees to the State. ☐

Report hires online with your Montana ePass account.

3.2. Get insurance. ☐

Get worker's compensation insurance.

3.3. Put up labor law posters and notices. ☐

Find all the required posters and download them for free on the Montana Department of Labor & Industry's website.