

Checklist for Starting a Business in North Dakota

This checklist provides information on general requirements that need to be addressed for most new businesses. These agencies provide the necessary forms and instructions on how to submit them. This checklist is not a comprehensive guide; other specific requirements may also apply.

General requirements:

- N.D. Secretary of State:** www.nd.gov/sos/businessserv, 1.800.352.0867 ext. 3284284
 - Trade Name Registration – your first contact should be with the North Dakota Secretary of State’s office to determine if your chosen business name is available.
 - Business Structure Filing
- N.D. Business License Information:** www.nd.gov/businessreg/license/index.html
 - There are many types of licenses, both state and local as well as professional. Depending on what you do and where you plan to operate, your business may be required to have a license.
- City & County Governments:** www.nd.gov/government/local-government
 - Contact the city auditor for information on business permits and zoning ordinances applying to businesses within city limits. Contact the county auditor for permits and zoning ordinances applying to businesses outside city limits.
- U.S. Internal Revenue Service (IRS):** www.irs.gov/smallbiz, 1.800.829.4933
 - Employer Identification Number (EIN)
 - Federal Income Tax
 - Federal Self-Employment Tax
- N.D. State Tax Department:** <http://www.tax.nd.gov/business>, 1.877.328.7088
 - Sales & Use Tax Permit
 - State Income Tax
- Insurance:** It is prudent for any business to purchase basic types of insurance. Contact your local insurance agent for general liability, property, commercial auto, life, hazard, theft, business interruption and other types of insurance.
- Patents, Trademarks and Copyrights**
 - U.S. Patent and Trademark Office: www.uspto.gov
 - U.S. Copyright Office: www.copyright.gov
 - N.D. Secretary of State: www.nd.gov/sos/businessserv

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Will you hire employees? You may need to complete the following:

- U.S. Internal Revenue Service (IRS):** www.irs.gov/smallbiz, 1.800.829.4933
 - Employee's Tax Withholding - Form W-4, "Withholding Allowance Form" completed by employee
 - Employment Taxes - Form 941, "Employers Quarterly Federal Tax Return"
- N.D. State Tax Department:** <http://www.tax.nd.gov/business>, 1.877.328.7088
 - Employee's Tax Withholding – Form 307, "North Dakota Transmittal of Wage and Tax Statement"
- U.S. Citizenship & Immigration Service:** www.uscis.gov/i-9-central, 1.888.464.4218
 - Employment Eligibility Verification – Form I-9, "Proof of U.S. Citizenship" completed by employee
- U.S. Department of Labor:** www.employer.gov, 1.866.487.2365
 - Health Insurance – "Notice to Employees of Coverage Options" www.dol.gov/agencies/ebsa
 - Labor Laws – minimum wage, breaks, overtime, youth employment, etc.
- N.D. Department of Labor:** www.nd.gov/labor, 1.800.582.8032 (toll-free in ND only)
 - Labor Laws – minimum wage, breaks, overtime, youth employment, etc.
 - Required Employer Posters – www.nd.gov/labor/required-employer-posters
- N.D. Workers Compensation:** www.workforcesafety.com, 1.800.777.5033
 - Worker's Compensation Insurance
- N.D. Child Support Enforcement (CSE):** www.childsupport.dhs.nd.gov/employers, 701.328.7528
 - New Hire Reporting Requirement
- U.S. Social Security Administration (SSA):** www.socialsecurity.gov/employer, 1.877.335.4114
 - Wage Reporting – Form W-2 "Wage and Tax Statement"
- Job Service of North Dakota:** www.jobsnd.com/employer-resources, 701.328.2814
 - Unemployment Insurance
- U.S. Occupational Safety & Health Administration (OSHA):** www.osha.gov/employers, 1.800.321.6742
 - Health and safety standards

Get free business counseling:

The following resources, powered by the U.S. Small Business Administration (SBA), are available to help:

- **SCORE Mentors** – www.score.org
- **N.D. Small Business Development Centers (NDSBDC)** – www.ndsbdc.org
- **N.D. Women's Business Center (ND WBC)** – www.ndwbc.com
- **N.D. Veteran Business Outreach Center (VBOC of the Dakotas)** – www.und.edu/dakotasvbc

