**Actions to Starting a Business in MN**

There is no single source for all filling requirements to start a business. The following is a guideline to assist in setting up your business in the state of Minnesota. This is not designed to be a single source document or substitute for other professional consultations. Based on your type of business, additional requirements may be required.

1. **Determine your business entity** – Sources may help you determine the best structure for your business.
	1. **Guide to Starting a Business in Minnesota** – Chapter 1 discusses organizational structures. <http://mn.gov/deed/assets/guide-starting-business-minnesota-35th-ed-2017_tcm1045-155254.pdf>
	2. **IRS** – <https://www.irs.gov/businesses/small-businesses-self-employed/business-structures>
	3. **Small Business Administration** – <https://www.sba.gov/starting-business/choose-your-business-structure>
	4. Decision should be made after consulting with an attorney and accountant.
2. **Check the Name Availability** –Type the name you want to use in the box and click Search.
	1. Office of the MN Secretary Of State: <https://mblsportal.sos.state.mn.us/Business/Search>
3. **Create an online account** – Create an account or log into the Minnesota Business & Lien System.
	1. Office of the MN Secretary Of State: <https://mblsportal.sos.state.mn.us/>
4. **Complete online registration for organizing/registering your business with the state**
	1. After logging into <https://mblsportal.sos.state.mn.us/>, select the Business tab at the top.
	2. Below the search your business name, select the entity type. (Note this link is only active when logged into the site).
	3. There is not a link for sole proprietorships. This is because, from a regulatory standpoint, the sole proprietorship only needs to register the business name as an assumed name (if it does not contain the business owner’s first and last names), obtain business licenses and tax identification numbers if necessary, and begin operations (see license and tax identification numbers below).
	4. If the business is not a sole proprietorship, complete the rest of the online registration process.
5. **File for Certificate of Assumed Name (Optional depending on step 4)**
	1. Fees will be required to file.
	2. An individual, partnership, limited liability company, and corporation that conducts business in Minnesota under a name other than their first and last name must file a “Certificate of Assumed Name”.
	3. After searching for an available name, file assumed name.
		1. Office of the MN Secretary Of State: <http://www.sos.state.mn.us/business-liens/business-forms-fees/assumed-name-sole-proprietorship-forms/>
6. **Publish the Certificate or Amended Certificate of Assumed Name**
	1. After filing an assumed name with the Secretary of State (SOS), the SOS will notify the business owner if the filing is accepted.
	2. Once accepted, publish the assumed name with a qualified [Legal Newspaper](http://www.sos.state.mn.us/Modules/ShowDocument.aspx?documentid=5690) for two (2) consecutive issues in the county where the principal place of business is located.
	3. List of Legal Newspapers (last paragraph on the page)
		1. Office of the MN Secretary Of State: <http://www.sos.state.mn.us/business-liens/business-forms-fees/assumed-name-sole-proprietorship-forms/>
7. **Locate NAICS code (North American Industry Classification System)**
	1. NAICS codes are available through US Census Bureau.
		1. US Census Bureau website: <https://www.census.gov/naics/>
8. **Apply for Employee ID Number (EIN)**
	1. An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number (FEIN), and is used to identify a business entity to federal agencies. Generally, businesses need an EIN.
		1. IRS website: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
9. **Apply for MN Tax ID number**
	1. Apply for MN Tax ID number (TIN) online.
		1. MN State Revenue website: https://www.mndor.state.mn.us/tp/eservices/\_/
	2. You will need the following:
		1. Federal employee ID number (FEIN);
		2. Legal name or sole-proprietor name and business address;
		3. If applicable, Business name (DBA);
		4. NAICS code (North American Industry Classification System);
		5. Names and social security numbers of sole-proprietor, officers, partners, or representatives; and,
		6. Email address and name of a contact person.
10. **Apply for Unemployment ID number**
	1. Minnesota Unemployment Insurance Law, every individual or organization that pays covered wages in Minnesota must register with the Minnesota Unemployment Insurance (UI) Program.
	2. Do NOT register until covered wages have actually been paid.
	3. Covered wages refers to wages paid by an employer to an employee on which the employer is required to pay unemployment insurance tax in accordance with Minnesota Unemployment Insurance Law.
	4. Refer to the Employer Handbook for information: <http://www.uimn.org/uimn/employers/publications/emp-hbook/index.jsp>
11. **Complete forms for New Worker’s Identification (WID) (Workman’s Compensation Insurance)**
	1. Minnesota Department of Labor and Industry's Safety and Workers' Compensation Division is implementing a new worker identification – or WID – number that may be used instead of a Social Security number to identify claims.
	2. MN Department of Labor and Industry will allow forms to be completed online: <http://www.dli.mn.gov/WC/Employer.asp>
12. **Determine license requirements for your business**
	1. MN state webpage for license requirements: <http://mn.gov/elicense/>
13. **Determine special tax requirements**
	1. MN Revenue website lists special taxes required by industry: <http://www.revenue.state.mn.us/businesses/Pages/Tax-Types.aspx>
14. **Meet with insurance agent for insurance needs, insurance that may be needed but not limited to (based on type of service/products sold)**
	1. Liability
	2. Workman’s Compensation
	3. Property / Building
	4. Work Stop-age
	5. Bonding

There are fees required for filing your business. Fees vary based on the type of business entity you establish.

**Reference Websites**

* MN Secretary of State: <http://www.sos.state.mn.us>
* MN Department of Revenue: <http://www.taxes.state.mn.us/>
* MN Department of Commerce: <http://www.state.mn.us/portal/mn/jsp/home.do?agency=Commerce>
* MN Unemployment: <http://www.uimn.org/>
* MN Department of Labor and Industry: <http://www.dli.mn.gov/main.asp>
* Department of Employment and Economical Development (also known as DEED): <http://mn.gov/deed/business/help/>
* IRS: <http://www.irs.gov/>
* US Copyright Office: <http://www.copyright.gov/>
* US Patent and Trademark Office: <http://www.uspto.gov/>
* US Patent and Trademark for Small Businesses: <http://www.uspto.gov/smallbusiness/patents/filing.html>
* US Census Bureau: <http://quickfacts.census.gov/qfd/index.html>
* Business Tool Kit from James J. Hill Library: <http://www.biztoolkit.org/>
* SCORE: <http://score-mn.org/main.htm>
* Small Business Administration: <http://www.sba.gov/>