

BUSINESS START-UP CHECKLIST

There are a number of steps which should be taken before anyone starts a business in Maine. Before establishing a business, it is necessary to comply with a variety of federal, state, and local government regulations. The following checklist is designed to save a business owner time and serve as a general reference guide:

- _____ Prepare a written business plan, complete with financial statements.
- _____ Decide whether you wish to operate as a sole proprietorship, partnership or corporation.
- _____ If you decide to incorporate, obtain incorporation papers from the Maine Secretary of State, Bureau of Corporations, State House Station #29, Augusta, Maine 04333. If already incorporated in another state, obtain an application to do business in Maine as a foreign corporation from the same office.
- _____ Obtain a federal employer identification number from the nearest Internal Revenue Service Office (Form SS-4, EIN) if you intend to have employees.
- _____ Obtain an unemployment insurance identification number from the Unemployment Compensation Division, Maine Department of Labor.
- _____ Determine necessary compliance with the Workers Compensation Act by contacting the Maine Workers Compensation Commission. (Not mandatory for a sole proprietorship with no employees.)
- _____ Contact the Maine Department of Labor, Bureau of Labor Standards to determine compliance with the Occupational Safety and Health Act.
- _____ Obtain a State Sales Tax Number (if you plan to sell a taxable product or service) from the Maine Department of Finance, Bureau of Taxation, State House Station #78, Augusta, Maine 04333. (207) 287-2336.
- _____ Call the local municipal officer (town or city clerk or manager) to fulfill any licensing or registering requirement. Not all towns require this.
- _____ If your business is operated in your home, a check with the local code enforcement officer will let you know if you are in violation of any local codes.