STATE OF MAINE

CERTIFICATE OF SOLE PROPRIETOR or PARTNERSHIPS ADOPTING NAME OTHER THAN HIS OR HER OWN
PURSUANT TO Title 31 Chapter1, §2
Fee: $10.00

The undersigned hereby certifies that he or she intends to engage in the _____ business as sole proprietor thereof, and to adopt the name style and designation _____ _____ in the conduct of said business.

Name _____**Signature** _____

Residence_____
_____

Business located at _____

Business Phone Number _____

STATE OF MAINE
_____

_____, **ss** _____, 20__

Then personally appeared _____ and made oath to the foregoing certificate, that the same is true.

Before me, _____

_____

City/Town Clerk

Clerk's Office Municipality of

_____

Received _____, 20____

Attest:

_____ Clerk

* This form must be completed by sole proprietors or partnerships, and by the city or town clerk in the municipality in which the sole proprietorship is located: see Title 31 Chapter1, §2

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BUSINESS START-UP CHECKLIST

The following is a list of steps which provide a general guideline to anyone who is starting a business in Maine.

- ☐ Prepare a written business plan, complete with pro-forma financial statements. This can serve as an operating guide as well as a financing prospectus.

- ☐ Decide whether you wish to operate as a sole proprietorship, partnership, limited liability company or corporation.

- ☐ If you decide to incorporate, form a limited liability company, or a partnership, you should consult an attorney. However, you can obtain incorporation papers from the Maine Secretary of State, Bureau of Corporations, State House Station #101, Augusta, ME 04333. Telephone: 207-624-7736. Forms and information are also available from their website. If already incorporated in another state, obtain an application to do business in Maine as a foreign corporation from the same office.

- ☐ If you decide not to incorporate and wish to protect the name of your business, you may file a TRADEMARK or SERVICE MARK with the Secretary of State's office. For information regarding filing marks, you may call 207-624-7736 or visit their website.

- ☐ If your business will operate under a business name that is different from your given name, you must register that name in the CITY or TOWN where your business is located. This is called filing a d/b/a ("doing business as") and the fee varies slightly, according to your location.

- ☐ Determine whether you need to obtain any state licenses or permits to operate your business. Business Answers, a program of the Maine Department of Economic and Community Development, has a One-Stop Licensing Center for all the information needed to obtain appropriate licenses for your business. This service can be reached at 1-800-872-3838. You should also inquire about local licenses or permits at your local town office or city hall.

- ☐ Check with the local code enforcement officer to determine if your business will be in compliance with local zoning ordinances.

If you decide to incorporate, or if your partnership or proprietorship has employees, you will need to:

- ☐ Register for a Federal Employer Identification Number (EIN). Complete and file IRS Form SS-4, EIN. You are required to file this if you: pay wages to one or more employees; or are required to have EIN to use on a specific return, statement or document (often banks will require this for business checking account); or plan to incorporate (in which case owners drawing salaries are considered employees). This form can be obtained from the nearest IRS office, or call 1-800-829-3676. IRS forms and publications can be downloaded from: http://www.irs.gov.

- ☐ Register for Maine State Income Tax Withholding and Unemployment Insurance. Complete and file the Application for Tax Registration from the Maine Revenue Services. Telephone: 207-624-5644. The application can be downloaded from www.state.me.us/revenue.

- ☐ Have employees complete and keep in employer's files: Employee's Withholding Certificate W-4 obtained from the IRS and Employment Eligibility Verification Form I-9 obtained from the U.S. Citizenship and Immigration Services. This form can be downloaded from: USCIS website or call 800-870-3676.

- ☐ Obtain Worker's Compensation Insurance from the business's insurance carrier.

- ☐ Maine employers are required to report newly hired or rehired employees to the Maine Department of Human Services (DHS) within 7 days. The report must include the employee's address, social security number and date of birth, as well as the employer's name, address, employer security reference number or employer identification number. Employers may report by sending a copy of the employee's W-4 form or facsimile thereof. For more information contact DHS Support Enforcement and Recovery at 207-624-4100.

- ☐ Obtain and post the required labor posters that summarize state and federal labor laws by calling the Maine Department of Labor at (207) 623-7900 or visit their website for more information.

- ☐ If you plan to sell a taxable product or service, you must obtain a State Sales Tax Number by filing the Application for Tax Registration with the Maine Revenue Services. Telephone: 207-624-5644. This form is also used to register for State of Maine income tax withholding.

- ☐ If necessary, contact the Maine Department of Labor, Bureau of Labor Standards to determine compliance with the Occupational Safety and Health Act. Telephone: (207) 623-7900.

- ☐ Contact an insurance agent regarding the necessary insurance coverage your business will require.