

# Business Services Information

## From the Office of the Minnesota Secretary of State



### Additional Actions and Contacts Now That You Have Completed Your Filing

There may be additional steps needed once your registration has been filed with our office. Please read the information provided below. If you have any questions, please contact our office at 651-296-2803, toll free: 1-877-551-6767, Minnesota Relay 711 or by email at: [business.services@state.mn.us](mailto:business.services@state.mn.us), or visit our website: [www.sos.state.mn.us](http://www.sos.state.mn.us).

**Assumed Name:** If you filed a Certificate of Assumed Name or an Amended Certificate of Assumed Name, you must publish it in a "legal newspaper" in the county in which the business is located. You can get a list of those newspapers on our website under Business & Liens, Start a Business, Legal Newspapers and List of Legal Newspapers. You must publish the text of the Certificate or Amended Certificate in two consecutive issues (two days in a row if the newspaper is daily; two weeks in a row if the newspaper is weekly). Your Assumed Name filing may be invalid if you do not complete this step. Contact the newspaper for further instructions on how to get this published. After publication, the newspaper will provide an affidavit of publication which you should retain in your business records.

In addition, you must file an Annual Renewal once every calendar year, beginning in the calendar year following your original filing with the Secretary of State. Your Assumed Name will expire if you fail to file your Annual Renewal. If your Assumed Name has expired, you may reinstate (if the name is still available) by filing a renewal for the current year and paying the required fee.

**Corporation, Co-op, LLC, LLP or LP:** If you filed a Minnesota, Foreign Business, or Non-Profit Corporation, or a Cooperative, Limited Liability Company, Limited Liability Partnership or Limited Partnership, you must file an Annual Renewal once every calendar year, beginning in the calendar year following your original filing with the Secretary of State. Your entity will be "statutorily dissolved" (no longer be recognized as existing in Minnesota) if you fail to file your annual renewal. If your entity has been statutorily dissolved, you may have it retroactively reinstated (as long as the name is still available) by filing a renewal for the current year and paying the required fee.

In addition to filing an Annual Renewal, Public Benefit Corporations are required to file an Annual Benefit Report each year before April 1st, covering the twelve-month period ending on December 31st of the previous year and pay a fee of \$35 to the Secretary of State.

**Name Reservation:** If you filed a Name Reservation, it is valid for twelve months from the date of filing. You may renew it each year for twelve more months by filing another Name Reservation form and paying the required fee prior to the date it expires. If your Name Reservation has expired, you may file a new Name Reservation (as long as the name is still available) by filing a Request for Name Reservation form and paying the required fee.

**Trademark:** If you filed a Trademark registration, it is valid for ten years from the date of filing. You may renew it for an additional ten years by filing a renewal form and paying the required fee during the six months prior to the date it expires.

**Agricultural Land:** Entities that own, lease, or have any financial interest in agricultural land or land capable of being farmed must register with the Department of Agriculture.

**Online Services are available with the Office of the Secretary of State.** Order business certificates, business copies, or file business filings online using credit card for payment. Visit our website: [www.sos.state.mn.us](http://www.sos.state.mn.us)



*The Office of the Secretary of State does not provide legal or business advice. This information is presented as a convenience for our customers. The Office does not guarantee the services provided by the listed organizations. This page does not list all requirements for a newly registered business. Please consult your own legal or business advisor for information and advice about your own situation.*

**TAX ID NUMBERS, LICENSING & OTHER BUSINESS RESOURCES****INTERNAL REVENUE SERVICE**

For Employer ID# Form: 1-800-829-3676  
 Tel. Assistance for Businesses: 1-800-829-4933  
 Tel. Assistance for Tax Exempt Organizations: 1-877-829-5500  
 Website: [www.irs.gov](http://www.irs.gov)

**DEPARTMENT OF REVENUE**

General Info: 651-296-6181  
 State Tax ID Info: 651-282-5225 or 1-800-657-3605  
 Website: [www.revenue.state.mn.us](http://www.revenue.state.mn.us)

**DEPARTMENT OF LABOR & INDUSTRY**

Worker's Comp & General Info: 651-284-5000  
 Contractor License Info: 651-284-5034  
 Website: [www.doli.state.mn.us](http://www.doli.state.mn.us)

**DEPARTMENT OF COMMERCE**

Licensing of Banks, Credit Unions, Insurance, Real Estate, Securities, etc. Phone: 651-539-1500  
 Website: [www.commerce.state.mn.us](http://www.commerce.state.mn.us)

**DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED)**  
 MN Unemployment Insurance Program & Unemployment Insurance Employer Account Info: 651-296-3644, Website: [www.uimn.org](http://www.uimn.org)

**SMALL BUSINESS ASSISTANCE**

Publishes "A Guide to Starting a Business in MN"  
 Phone: 651-556-8425 or 1-800-310-8323  
 Website: [www.mnsbao.com](http://www.mnsbao.com)

**AFRICAN DEVELOPMENT CENTER OF MINNESOTA** - A community assistance organization. Phone: 612-333-4772  
 Website: [www.adcminnesota.org](http://www.adcminnesota.org)

**LATINO ECONOMIC DEVELOPMENT CENTER** - A community assistance organization. Phone: 612-724-5332  
 E-mail: [info@ledc-mn.org](mailto:info@ledc-mn.org); Website: [www.ledc-mn.org](http://www.ledc-mn.org)

**LEGAL CORPS** - Volunteer lawyers for micro-businesses and nonprofits. Phone: 1-888-454-5267 or 612-206-0780  
 Website: [www.legalcorps.org](http://www.legalcorps.org)

**METROPOLITAN ECONOMIC DEVELOPMENT ASSOCIATION (MEDA)** - Helps entrepreneurs of color succeed.  
 Phone: 612-332-6332; Email: [info@meda.net](mailto:info@meda.net); Website: [www.meda.net](http://www.meda.net)

**MINNESOTA ATTORNEY GENERAL** - Nonprofit and charitable trust information. Phone: 651-296-3353 or 1-800-657-3787  
 Website: [www.ag.state.mn.us](http://www.ag.state.mn.us)

**MINNESOTA COUNCIL OF NONPROFITS** - How to start a nonprofit workshops and handbook.  
 Phone: 651-642-1904; Website: [www.minnesotanonprofits.org](http://www.minnesotanonprofits.org)

**MINNESOTA STATE LEGISLATURE** - Statutes, laws and rules. Website: [www.leg.state.mn.us](http://www.leg.state.mn.us)

**PROPEL NONPROFITS** - Fiscal sponsorship for newer organizations. Phone: 612-249-6700; Website: [www.propelnonprofits.org](http://www.propelnonprofits.org)

**SERVICE CORPS OF RETIRED EXECUTIVES (SCORE)** - Counselors to America's small businesses providing free business advice.  
 Phone: 952-938-4570; Website: [www.score.org](http://www.score.org)

**SMALL BUSINESS ASSISTANCE** - Division of the Minnesota Department of Employment & Economic Development (DEED), which publishes "A Guide to Starting a Business in Minnesota" and maintains a directory of license and permit information.  
 Phone: 651-556-8425 or 1-800-310-8323; Website: [www.mnsbao.com](http://www.mnsbao.com)

**UNITED STATES COPYRIGHT OFFICE** - Phone: 202-707-3000; Website: [www.copyright.gov](http://www.copyright.gov)

**UNITED STATES PATENTS & TRADEMARKS** - Phone: 1-800-786-9199; Website: [www.uspto.gov](http://www.uspto.gov)

**UNITED STATES POSTAL SERVICE** - Phone: 1-800-275-8777; Website: [www.usps.com](http://www.usps.com)

**UNITED STATES SMALL BUSINESS ADMINISTRATION** - Small business programs and services. Phone: 1-800-827-5722  
 Website: [www.sba.gov](http://www.sba.gov)

**VETERANS RESOURCE** - Minnesota Department of Employment and Economic Development.  
 Website: <http://www.positivelyminnesota.com/JobSeekers/Veterans/index.aspx>

**WOMEN VENTURE** - A nonprofit economic development organization that helps women attain economic self-sufficiency through the creation and growth of profitable and sustainable businesses.  
 Phone: 612-224-9540; Website: [www.womenventure.org](http://www.womenventure.org)