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, or visit our website: 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 & Nonprofit, Search, and then 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 get it reinstated (if the name is still available) by filing a renewal for the current year and paying a 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 a fee.

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 a fee prior to the date it expires. If your Name Reservation has expired, you may renew it (as long as the name is still available) by filing another Name Reservation form and paying a fee.

Trademark: If you filed a Trademark registration, it is valid for 10 years. You may renew it for another 10 years by filing a renewal form and paying a fee during the 6 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

To receive the Business Services quarterly electronic newsletter for important updates, reminders and news briefs, visit www.sos.state.mn.us and click on the red envelope icon or visit https://public.govdelivery.com/accounts/MNSOS/subscriber/new.

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.

r/bs/forms/AdditionalActionsandContacts for WEB 04/01/2014

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

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

DEPARTMENT OF COMMERCE
Licensing of Banks, Credit Unions, Insurance, Real Estate, Securities, etc. Phone: 651-539-1500
Website: www.commerce.state.mn.us

DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT
MN Unemployment Insurance Program & Unemployment Insurance Employer Account Info: 651-296-6141, Website: www.uimn.org

DEPARTMENT OF LABOR & INDUSTRY
Worker's Comp & General Info: 651-284-5000
Contractor License Info: 651-284-5034
Website: www.doli.state.mn.us

AFRICAN DEVELOPMENT CENTER OF MINNESOTA - A community assistance organization. Phone: 612-333-4772
Website: www.adcminnesota.org

J.J. HILL BUSINESS LIBRARY - Phone: 1-800-700-HILL, Website: www.biztoolkit.org

LATINO ECONOMIC DEVELOPMENT CENTER - A community assistance organization. Phone: 612-724-5332
E-mail: info@ledc-mn.org; Website: www.ledc-mn.org

LEGAL CORPS - Volunteer lawyers for micro-businesses and nonprofits. Phone: 1-888-454-5267 or 612-752-6678
Website: www.legalcorps.org

MAP FOR NONPROFITS - Management assistance for nonprofits. Phone: 651-647-1216; Website: www.mapfornonprofits.org

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

MINNESOTA ATTORNEY GENERAL - Nonprofit and charitable trust information. Phone: 651-296-6196 or 1-800-657-3787
Website: 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.

MINNESOTA STATE LEGISLATURE - Statutes, laws and rules. Website: www.leg.state.mn.us

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

SMALL BUSINESS ASSISTANCE - Division of the Minnesota Department of Employment & Economic Development, 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

UNITED STATES COPYRIGHT OFFICE - Phone: 202-707-3000; Website: www.copyright.gov

UNITED STATES PATENTS & TRADEMARKS - Phone: 1-800-786-9199; Website: www.uspto.gov

UNITED STATES POSTAL SERVICE - Phone: 612-349-3507; Website: www.usps.com

UNITED STATES SMALL BUSINESS ADMINISTRATION - Small business programs and services. Phone: 1-800-827-5722
Website: 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 organization that helps women achieve economic success through entrepreneurship and career building. Phone: 651-646-3808; Toll free: 1-866-646-3808; Email: info@womenventure.org; Website: www.womenventure.org

This document is available in alternate formats for individuals with disabilities.