

# Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University  
College of Business, Rothwell Hall  
106 West O Street, Russellville, AR 72801  
479.356.2067 | [www.atu.edu/asbtcd](http://www.atu.edu/asbtcd)

## Start-Up Checklist for Conway County

- For sole proprietor or partnership using a business name, file a Doing Business as (DBA) Certificate at the Conway County Clerk's Office**  
Conway County Clerk's Office  
117 South Moose Street  
Morrilton, AR  
501.354.9621
- OR**
- For LLC, C corporation, or S corporation, file your business entity with the Arkansas Secretary of State at [www.ark.org/sos/ofs/docs/index](http://www.ark.org/sos/ofs/docs/index)**
- If your business is a LLC, C corporation, or S corporation, or you have employees, apply for your Employer Identification Number (EIN) with the IRS at <https://sa.www4.irs.gov/modiein/individual/index.jsp>**
- Obtain a Business License from the City Clerk's Office**  
Menifee | 68 North Mustang Street | 501.354.0898  
Opello | 8 Municipal Drive | 501.354.2454  
Morrilton | 119 N Division Street | 501.354.3484  
Plumerville | 303 W Main Street | 501.354.1160
- If you are required to charge sales tax or you will have employees, register for Arkansas state taxes with the Arkansas Department of Finance and Administration's Arkansas Tax payer Access Point (ATAP) at <https://atap.arkansas.gov/>**
- Open a Business Checking Account**
- Contact a Business Insurance Provider**
- Have your Commercial Personal Property Assessed at the Conway County Assessor's Office**  
Conway County Assessor's Office  
117 South Moose Street  
Morrilton, AR  
501.354.9600
- If required for your type of business, obtain any additional licenses and permits from county and state offices.**  
Arkansas Secretary of State's Office  
Business/Commercial Services Division  
1401 West Capitol Avenue, Ste. 250  
Little Rock, AR 72201

City of Morrilton  
[cityofmorrilton.com](http://cityofmorrilton.com)

**Related Contacts:**  
Morrilton Chamber of Commerce  
[www.morrilton.com](http://www.morrilton.com)

Main Street Morrilton  
[mainstreetmorrilton.com](http://mainstreetmorrilton.com)

**ASBTDC**  
ARKANSAS SMALL BUSINESS AND  
TECHNOLOGY DEVELOPMENT CENTER



The Arkansas Small Business and Technology Development Center at Arkansas Tech University is funded in part through a cooperative agreement with the U. S. Small Business Administration through a partnership with the University of Arkansas at Little Rock and the ATU College of Business. All ASBTDC programs are extended to the public on a non-discriminatory basis.

