

Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University
College of Business and Economic Development, Doc Bryan
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Start-Up Checklist for Pope County

- ☐ **For sole proprietor or partnership using a business name, file a Doing Business as (DBA) Certificate at the Pope County Clerk's Office**
Pope County Clerk's Office
100 West Main Street, Russellville, AR, 72801
479.968.6064
OR
For LLC, C corporation, or S corporation, file your business entity with the Arkansas Secretary of State at ark.org/sos/corpfilings/index.php
- ☐ **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**
Dover | 8904 Market Street | 479.331.3270
Hector | 11356 AR-27 | 479.284.5371
London | 10460 US-64 | 479.293.4115
Pottsville | 173 E. Ash Street | 479.968.3029
Russellville | 220 N. Knoxville Ave. | 479.968.1002 | Planning and Development
- ☐ **Open a Business Checking Account**
- ☐ **If you are required to charge sales tax or your 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/>**
- ☐ **Contact a Business Insurance Provider**
- ☐ **Have your Commercial Personal Property Assessed at the Pope County Assessor's Office**
Pope County Assessor's Office
100 W. Main, Russellville, AR, 72801
479.968.7418
- ☐ **Obtain any additional licenses and permits from county and state offices that are required for your type of business.**

Related Contacts:

City of Atkins	atkinscity.org
City of Dover	doverar.com
City of Hector	www.hectorar.com/
City of Pottsville	www.pottsvillear.gov
City of Russellville	www.russellvillearkansas.org
Dover Chamber of Commerce	www.doverozarkmemoriesday.com
Russellville Area Chamber of Commerce	www.russellvillechamber.com



College of Business & Economic Development

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