

Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University
College of Business and Economic Development, Rothwell Hall
106 West O Street, Russellville, AR 72801
479.356.2067 | www.atu.edu/asbt/dc

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>**
- If your business is a LLC, C Corp, or S Corp, file a Beneficial Ownership Information Report at fincen.gov/boi**
- 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:

Russellville Chamber of Commerce
Main Street Russellville
City of Russellville

www.russellvillechamber.org
www.mainstreetrussellville.com
www.russellvillearkansas.org



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 and Economic Development. All ASBTDC programs are extended to the public on a nondiscriminatory basis.

