

# Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University  
College of Business and Economic Development, Doc Bryan  
1605 Coliseum Drive Suite 104, Russellville, AR 72801  
479.356.2067 | [www.atu.edu/asbtdc](http://www.atu.edu/asbtdc)

## 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](http://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 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/>
- 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 Area Chamber of Commerce	<a href="http://www.russellvillechamber.com">www.russellvillechamber.com</a>
Dover Chamber of Commerce	<a href="http://www.doverozarkmemoriesday.com">www.doverozarkmemoriesday.com</a>
Main Street Russellville	<a href="http://www.mainstreetrussellville.com">www.mainstreetrussellville.com</a>
City of Russellville	<a href="http://www.russellvillearkansas.org">www.russellvillearkansas.org</a>



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