

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

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 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**
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
- 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 Pope County Assessor's Office**
Pope County Assessor's Office
100 W. Main, Russellville, AR, 72801
479.968.7418
- 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

Related Contacts:

Russellville Chamber of Commerce
www.russellvillechamber.org

Atkins City Hall
479.641.2900

Main Street Russellville
www.mainstreetrussellville.com

City of Russellville
www.russellvillearkansas.org



College of Business

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