

# BUSINESS COMPLIANCE CHECKLIST



## ✓ Business Registration

- Register business name and organization with the Minnesota Secretary of State Office

## ✓ Identify and apply for any necessary business, occupational, and environmental licenses and permits

- [Minnesota ELicensing](#)

## ✓ Tax Compliance

- Federal Taxes: Obtain an [Employer Identification Number \(EIN\)](#) from the IRS.
- State Taxes: Register for a [Minnesota Tax ID Number](#) from the MN Dept. of Revenue.
- Sales Tax: Collect and remit sales tax if applicable. Register for a [Minnesota Tax ID Number](#) from the MN Dept. of Revenue.
- Income Taxes: File federal and state income tax returns.
- Withhold and remit federal and state FICA and Medicare taxes:
  - [IRS - Publication 15, \(Circular E\), Employer's Tax Guide](#)
  - [MN Dept. of Revenue: New Employer Guide](#)

## ✓ Unemployment Insurance

- Register with the [Minnesota Unemployment Insurance \(UI\) Program](#)
- File quarterly wage reports and pay unemployment insurance taxes.

## ✓ Workers Compensation

- Obtain [workers' compensation insurance](#) for your employees.
- Report any [workplace injuries and illnesses](#)

## ✓ Paid Leave

- (Effective in 2026) Comply with [Minnesota's paid leave requirements](#) for employees.

## ✓ Employment Standards

- Wage and Hour Laws.
  - Comply with [Minnesota minimum wage, overtime, and child labor laws](#)

- Comply with Minnesota's [Employees Safe and Sick Time \(ESST\)](#)

- Provide paid sick and safe time to employees as required by local ordinances.

## ✓ Occupational Health and Safety

- Comply with [Minnesota OSHA \(MNOSHA\)](#) standards.
- Maintain a safe workplace and conduct regular safety training.

## ✓ Recordkeeping and Reporting

- Maintain accurate financial records.
- File an [annual business activity report](#) with the Minnesota Department of Revenue. \*If needed. Refer to the [M4R instructions](#).
- Keep employee records, including payroll and tax documents.
- See [A Guide To STARTING A BUSINESS IN MINNESOTA](#)

## ✓ Environmental Regulations

- Comply with state and federal environmental regulations if applicable to your business.

## ✓ Data Privacy and Security

- Implement measures to protect customer and employee data.
- Comply with data breach notification laws.

## ✓ If you are selling stock:

- Registered Securities Offerings
  - [Securities & Exchange Commission \(SEC\)](#)
  - [Exempt Offerings Under Regulation D \(Rule 504; Rule 505; Rule 506\(b\); Rule 506\(c\)\)](#)
  - [Intrastate Exemption \(Rule 147\)](#)

## ✓ If you are Crowdfunding:

- [Federal General Rules and Regulations for Crowdfunding](#)
- [MN Vest: MN Department of Commerce Securities Division](#)

## ✓ Local Regulations and Zoning

- Contact your city and county offices



Email: [smallbusiness@state.mn.us](mailto:smallbusiness@state.mn.us)

[joinusmn.com/smallbusiness](https://joinusmn.com/smallbusiness)

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