

Citizen Potawatomi  
Community Development  
Corporation  
1545 Gordon Cooper Drive  
Shawnee, OK 74801

Phone: 405-878-4697  
Fax: 405-878-4665  
E-mail: [info@cpcdc.org](mailto:info@cpcdc.org)  
[www.cpcdc.org](http://www.cpcdc.org)



*WE LEND TO NATIVE OWNED BUSINESSES!*

## How Do I Start a Business in Oklahoma?



Citizen Potawatomi  
Community Development  
Corporation



## Commercial Loan Programs

The Citizen Potawatomi Community Development Corporations (CPCDC) prides itself in nurturing Native American entrepreneurs with loans in its portfolio as small as \$5,000. On the other end of the spectrum, the CPCDC can independently offer loan funding up to \$300,000. Credit requests in excess of \$300,000 will be evaluated on a case by case basis. Loans may be used for commercial real estate, equipment, inventory, supplies, and/or working capital. The CPCDC will guide you through the process of acquiring funding for your business. By providing favorable lending terms and financial guidance, the CPCDC helps your business become more competitive and profitable.

### Business Development Program

The CPCDC has developed customized technical assistance programs for both the aspiring entrepreneur as well as the established business. For aspiring entrepreneurs, the CPCDC helps clients evaluate business ideas and establish a plan to turn those ideas into reality. Once your business is operating, new opportunities for growth and development will arise. Training and one-on-one assistance can help make your small business grow more efficient, more productive, and more profitable. Either through one-on-one consultation, mentoring, or workshop instruction the CPCDC provides assistance with most key business topics.



# Getting Started

Start with some basic planning, review your financial options and complete any necessary legal forms. Follow these 10 steps to help plan and manage your business.

## 1. NAME YOUR BUSINESS

You will want to make sure your business name is not being used by another business before you begin.

- Federal Trademark Search – <http://www.uspto.gov/main/trademarks.htm> or call Trademark Depository Library (405)744-7086.
- State Trademark search – Oklahoma Secretary of State (405)521-3912 or <https://www.sos.ok.gov/trademarks/default.aspx>

The name should clearly tell potential customers what you do.

## 2. DETERMINE THE LEGAL STRUCTURE OF THE BUSINESS

This will determine your business' liability.

- Sole Proprietorship
- Regular "C" Corporations
- Subchapter S Corporations
- Limited Liability Corporation

## 3. ESTABLISH THE NAME AND LEGAL STRUCTURE OF YOUR NATIVE BUSINESS

File the legal structure with the Oklahoma Secretary of State's Office.

- Oklahoma Secretary of State <https://www.sos.ok.gov/corp/filing.aspx>  
State Capitol Building  
2300 Lincoln Blvd., Room 101  
Oklahoma City, OK 73105  
(405)521-3911
- Filing a Trade Name Report <https://www.sos.ok.gov/corp/tradeName.aspx>

## 4. YOU WILL WANT TO OBTAIN FEDERAL EMPLOYER IDENTIFICATION NUMBER

- File for FEIN <https://sa1.www4.irs.gov/modiein/individual/index.jsp>  
Or call (800)829-4933

## 5. REGISTER YOUR NATIVE BUSINESS

- Register with Oklahoma Tax Commission [https://www.ok.gov/tax/Forms & Publications/Forms/Business/index.html](https://www.ok.gov/tax/Forms%20&%20Publications/Forms/Business/index.html)

or call (800)522-8162 x 1-3279,  
Oklahoma City Metro  
(405)521-3160

- Register for resale permit or sales tax permit with the Oklahoma Tax Commission.

## 6. DOES THE BUSINESS NEED A LICENSE, PERMIT AND INSURANCE

To learn about and apply for the different licenses, permits, and insurance which may be required for your business.

- Visit <https://okcommerce.gov/business/licensing/> Or call Toll-Free: 800-879-6552 to order the proper forms.

## 7. FINANCING YOUR NATIVE BUSINESS

Do you need Start-up funds?  
How much?  
Do you need to apply for a business loan?  
<http://www.cpcdc.org>

## 8. CREATING A BUSINESS PLAN

Write a business plan. Need help?  
Contact your local Small Business Development Center or Gordon Cooper Technology Center's Business Coordinator.

## 9. JOIN THE CHAMBER OF COMMERCE

A Chamber of Commerce can provide:

- Networking opportunities
- Business leads
- Health Care Plans for small businesses
- Exclusive marketing and sponsorship opportunities

- Community Leadership Opportunities

Visit <http://www.aicccok.org>  
or <https://shawneeforward.com>

## 10. STAY INFORMED

You can speak with consultants and get assistance with many business issues by contacting the following agencies and websites.

Gordon Cooper Technology Center  
<https://www.gctech.edu>

Score  
<https://www.score.org>

Rose State College—Small Business Development Center  
<https://www.rose.edu/content/business-community/small-business-development/>

Pioneer Library System Business Services  
<http://pioneerlibrarysystem.org/library-services/business-services>

