

# 10 Things You Should Know to Protect Your Finances

## Supplemental Information and Links



### Avoiding Scams

- [Three Scams Business Owners Need to Know](#)
  - Webpage to Get Posters and Info
    - [Sicktimeinfo.minneapolismn.gov](http://Sicktimeinfo.minneapolismn.gov)
    - [Minimumwage.minneapolismn.gov](http://Minimumwage.minneapolismn.gov)
    - [www.dli.mn.gov/ls/posters](http://www.dli.mn.gov/ls/posters)
  - Secretary of State to Check “Compliance” Status of Business
    - [www.mblsportal.sos.state.mn.us/Business/Search](http://www.mblsportal.sos.state.mn.us/Business/Search)
  - Attorney General
    - [www.ag.state.mn.us/Consumer/Scams/Default](http://www.ag.state.mn.us/Consumer/Scams/Default)

### Separating Business and Personal Accounts

- [Roadmap – Starting a Business](#)
  - Nearly all can be done online (EIN and Filing)
    - [www.mblsportal.sos.state.mn.us/Business/Search](http://www.mblsportal.sos.state.mn.us/Business/Search) (scroll down page)
    - [www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online](http://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online)
    - Then go to the bank and take both docs and open business bank account
  - You’ll need internal documents if more than 1 owner, but these don’t get filed
    - These are best done in consultation with a lawyer, but same rules we’ll go over for writing contracts will apply here
  - City of Minneapolis has a brand-new business portal
    - <https://Business.minneapolismn.gov>

### Writing Strong Contracts

- [Client Relations – The Key to Your Sanity](#)
- [Five Reasons Why You Actually Do Need a Contract](#)
- [Customer Contracts 101](#)
  - Communication, Timely Invoicing, Making Final Receipt of Goods/Services Contingent on Final Payment
  - Clear Contracts – What do I expect, what do you expect, what happens if we don’t do those things, how does payment occur and when?

### Conciliation Court

- [Getting Paid – The Final Frontier](#)
- [How to Prevent Litigation](#)
  - Conciliation/Small Claims/Judge Judy – DIY Court for disputes under \$15000
  - <http://www.mncourts.gov/Help-Topics/Conciliation-Court>
    - Want to include sample form for filing in conciliation court
    - The Hennepin County District Court has **walk-in Self-Help Centers** that offer services to people who are representing themselves in court.

#### Self Help Center Hennepin Co. Govt. Center

300 South 6th Street  
2nd Floor, PSL  
Minneapolis, MN 55487-0421  
**(612) 348-9399 (recording)**

