



LLC Creation Checklist

- Select a state in which to file your LLC (see chapter 5 in *LLC QuickStart Guide*).
- Select a name for your LLC that's available to use in your state.



When you file your Articles of Organization, you will be notified if your selected name is unavailable.

- Identify the members in your LLC and define their ownership percentage.
- Determine whether your LLC will be "member-managed" or "manager-managed" (see chapter 2 in the *LLC QuickStart Guide*).
- Determine who will act as the LLC's "registered agent" (aka "statutory agent" or "resident agent") and determine an address where this person, in his or her capacity as registered agent, will receive formal government or legal correspondence when necessary.
File your LLC's.
- Articles of Organization**
 - Determine whether or not to use outside help, such as an attorney or a formation company, to assist with your filing (see chapter 2 in the *LLC QuickStart Guide*).
 - Draft a brief statement describing the purpose of the LLC.
 - Visit the website for your state's Secretary of State to access the forms and fee schedules for filing.



Some states use a business registration authority other than the Secretary of State's Office to facilitate LLC filings.

- Complete an **Operating Agreement** for your LLC (see chapter 3 in the *LLC QuickStart Guide*).
- Apply for any business licenses or permits needed for your business type.
- Determine the initial tax basis for each member of the LLC (see chapter 4 in the *LLC QuickStart Guide*).
- Request a Federal Tax Identification Number using [Form SS-4](#).
- Work hard and build a successful business!