



How to Start an LLC Checklist

1. Select a state to operate in.

1.1. Decide whether to operate in your home state.

It is simplest to start a domestic LLC in your home state.

1.2. Choose whether to locate your LLC in a foreign state.

Some states offer more “business-friendly” laws and taxes, but you will then need to pay filing fees in more than one state.

2. Name your LLC.

2.1. Brainstorm a name for your LLC.

LLC business names must end with some version of “Limited Liability Company” or “LLC.”

2.2. Do a trademark search.

Search your Secretary of State’s registry to check that your business name is available.

3. Choose a registered agent.

3.1. Choose whether to act as your own registered agent.

You may act as your own registered agent if filing for a domestic LLC.

3.2. Decide whether to use a registered agent service.

Companies that offer registered agent services must have an address in the state that you are forming your LLC in.

4. File the Articles of Organization.

4.1. Check your state’s requirements.

Visit your Secretary of State’s website for information on registration fees and how to file.

4.2. Include the basic information on your LLC.

You must include the basic contact and organizational details of your LLC on the Articles of Organization.

5. **Create an operating agreement.**

5.1. Check if an operating agreement is required in your state.

Most states will not require operating agreements but if your state does, they should be kept with your business records.

5.2. Draft your operating agreement, if necessary.

Your operating agreement should include the guidelines and governing rules for running your LLC and must be signed by all LLC members.