

TRUiC

LLC Formation Checklist

Forming Your LLC

Step 1: Name Your LLC

The name of your LLC should be distinguishable from other business names in your state and must meet the state's naming guidelines.

How to complete this step:

Review your state's [naming guidelines](#)

[Check if the domain is available](#)

Check if the name is available in your state by doing a [name search](#)

Your Business Name:

Your Domain Name:

[For Alabama only, you need to file a [name reservation](#)]

Step 2: Designate a Registered Agent

A [registered agent](#) (also known as a statutory agent, resident agent, or agent for service of process) is the person or company you choose to accept official communication on behalf of your LLC. You can be your own agent.

How to complete this step:

Review the requirements of a [registered agent](#)

Decide whether you want to appoint someone or [hire a service provider](#) to protect your privacy

We recommend using [Northwest](#). They will form your LLC for you and act as your registered agent in the first year for \$29 (plus state fees).

Registered Agent's Name:

Registered Agent's Address:

Step 3: File the Formation Documents

How to complete this step:

Decide whether your LLC will be [manager-managed or member-managed](#)

[Download the form or file online](#)

Follow the submission requirements (usually with the Secretary of State)

Pay the formation fee (varies by state)

Wait for your state's approval (submission can take up to four to six weeks)

* Verify completion by logging into your state account or doing a name search.

Or [hire a service provider](#) to complete it for you.

Step 4: Create an Operating Agreement

An [operating agreement](#) lays out the rules and management structure of your LLC.

How to complete this step:

Download a free sample operating agreement or [use our tool](#)

Keep a copy for your records (it does not have to be filed with the state)

Sign up for [TRUiC's Business Center](#). Create a free custom operating agreement and gain access to many other important business tools and legal forms.

Step 5: Get an EIN

An Employer Identification Number (EIN) [acts as a Social Security number](#) for your LLC. You will need this to get a bank account and hire employees.

How to complete this step:

Download the [Form SS-4](#) and send it to the IRS or [file it online](#)

If you choose the online application, you will get your EIN upon completion

EIN:

Important Note

The following states have additional steps that need to be completed:

[Alabama](#)

[Alaska](#)

[Arizona](#)

[California](#)

[Nebraska](#)

[New Jersey](#)

[New York](#)

[Washington D.C.](#)

Important Steps to Take After Forming your LLC

1. Get a Bank Account

It's important you keep business and personal accounts separate. Otherwise, you are at risk of [piercing the corporate veil](#) and jeopardizing your LLC's limited liability protection.

How to complete this step:

Get your [EIN](#) (see Step 5 above)

Find the best [bank account for your business](#)

Open an [account online](#) or in person

2. Get a Business Credit Card

Another important step in keeping your personal and business finances separate is getting a business credit card.

How to complete this step:

Research the [best credit card for your business](#)

Apply with [BILL](#) (does not use personal credit score in approval process)

3. Get Business Insurance

The three most common types of business insurance you may need are:

- [General Liability Insurance](#): The basic insurance recommended for all business types. It protects a business against the most common and costly claims faced by small businesses.
- [Professional Liability Insurance](#): Also known as **errors and omissions insurance** (E&O coverage), professional liability insurance protects business owners against claims of inaccurate, negligent, or undelivered work.
- [Workers' Compensation Insurance](#): This policy is designed to cover an employee's medical expenses and other losses in the event of a work-related injury.

How to complete this step:

Learn about the different [types of business insurance](#)

Review the [leading providers](#)

[Get a free quote](#)

Keep Your Company Compliant

1. File Required Periodic Reports/Business Taxes

You must stay on top of your state's filing deadlines to remain in good standing and avoid unnecessary fines and penalties. It essentially involves updating your registered agent address and paying an annual fee or annual business tax.

How to complete this step:

Find out what the [annual/biennial submissions are for your state](#)

Update information

Pay applicable fees or taxes

Otherwise,

[Hire a professional service](#). A registered agent service will accept your business mail and make sure you never miss a filing.

2. Apply for a Business License

Depending on the type of business you conduct and where you are located, you may be required to obtain special licenses or permits.

How to complete this step:

Find out what [business licenses](#) are required for your type of business

Take any required classes

Pay fees based on local regulations

Otherwise

[Hire a professional service](#)



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