# Your LLC starting checklist.

Make the decisions, prepare the filing, and keep the confirmation.

## 01 Before you file

Choose the state, name, agent and management structure.

- [ ] **Decide whether an LLC fits the business**
  Consider owners, activity, liability and tax questions; get advice where needed.
- [ ] **Choose the state where you will form**
  List where the business operates and whether it needs registration in another state.
- [ ] **Check the proposed company name**
  Use the state's current name search and naming rules.
- [ ] **Plan the registered office and agent**
  Follow your state's office, agent and acceptance rules before filing.
- [ ] **Agree on ownership and management**
  Record members, contributions and who will make decisions.
- [ ] **Prepare a first-year budget**
  Separate filing charges, required extras, services, licenses and ongoing costs.

## 02 Prepare and submit

Prepare the state form, submit it and save the accepted filing.

- [ ] **Open the current official filing instructions**
  Confirm the domestic LLC document and the available filing method.
- [ ] **Review names, addresses and required details**
  Check public-record information, management choices and any effective date.
- [ ] **Complete signatures and acceptance documents**
  Follow the state's instructions for organizers and the registered agent.
- [ ] **Submit the filing and save the receipt**
  Review the total charge before paying; keep the confirmation.
- [ ] **Confirm approval and save the filed document**
  Respond to any correction request. Save the approved document as well as the payment receipt.

# After the filing.

Track banking, tax registrations, licenses and recurring filings.

## 03 After approval

Organize company records, accounts and filing deadlines.

- [ ] **Finalize the operating agreement**
  Record who runs and owns the LLC, how profits are shared and what happens when an owner leaves.
- [ ] **Check EIN requirements and apply directly if needed**
  Use IRS instructions; a direct IRS EIN application is free.
- [ ] **Organize banking and bookkeeping**
  Prepare the documents your bank requests and separate business transactions.
- [ ] **Check business and professional licenses**
  Check the licenses required for your business activity and operating location.
- [ ] **Review tax registrations and filing obligations**
  Entity formation and tax-account registration are separate steps.
- [ ] **Complete any state-specific follow-up**
  Check publication, initial reports or other requirements in your state guide.
- [ ] **Add reports, renewals and tax deadlines to your calendar**
  Use the company's actual reporting cycle and current official instructions.
- [ ] **Check current ownership-reporting rules**
  Use FinCEN's current guidance and any applicable state requirements.
- [ ] **Keep the company record current**
  Maintain agent and address details, approvals, agreements and filing receipts.

Your next deadline or question

Checked items reflect your own progress, not a certification of approval or compliance. Check current state instructions and get qualified advice for your circumstances.

SBA: Business launch guide
IRS: EIN guidance
FinCEN: Current BOI rules