

Start an LLC: Checklist

Each state has its own requirements and procedures for setting up an LLC. Here is a quick guide to help you get started.

- **Choose your business name.**
 - Don't forget to include LLC in the name!
- **Select your managing member and registered agent.**
 - Decide who will head up the company and receive important communications.
- **File the needed forms.**
 - Submit the articles of organization (a.k.a certificate of formation)
- **Create an operating agreement.**
 - Outline the terms of your LLC that meet the needs of you and other members.
- **Register for needed business licenses or permits.**
 - Research the licenses or permits needed in your state to run your business.
- **Obtain an Employer Identification Number (EIN).**
 - This may not be required, but it separates your business ID from your personal ID.
- **Open a business bank account.**
 - Set up a bank account for business use only to avoid commingling.
- **Establish an accounting system.**
 - Use accounting software to help you organize your expenses and create quarterly statements.
- **Maintain your LLC.**
 - Make sure your business meets all requirements to remain in good standing in your state.