

# LLC Formation Kit: Start Here Checklist

Use this checklist to guide you through the process of forming your Limited Liability Company (LLC). Each step may vary slightly based on your state, but this ordered guide ensures you're taking the right actions in the right sequence.

## ☐ Step 1: Choose Your Business Name

- Brainstorm a unique name.
- Check availability with your state.
- Secure domain/social media handles (optional).

## ☐ Step 2: Choose a Registered Agent

- Must have a physical address in your state.
- Can be you or a professional service.

## ☐ Step 3: File Articles of Organization

- File via your Secretary of State's website.
- Pay your state's filing fee.
- Save the approved document.

## ☐ Step 4: Apply for an EIN (Employer Identification Number)

- Apply online for free at [irs.gov](https://irs.gov).
- Use your EIN for banking and taxes.
- Save your confirmation letter.

## ☐ Step 5: Draft Your Operating Agreement

- Download MPW's template.

- Complete it with your business/member info.

- Keep it with your official records.

## ☐ Step 6: Open a Business Bank Account

- Use your EIN, Articles of Organization, and Operating Agreement.
- Never mix personal and business funds.

## ☐ Step 7: Apply for Licenses & Permits

- Check local/county/state agencies.
- File any required business licenses.

## ☐ Step 8: Start Building Business Credit

- Apply for a D-U-N-S Number.
- Open Net-30 vendor accounts.
- Monitor credit with tools like NAV.

## ☐ Step 9: Stay Compliant Year-Round

- File annual reports.
- Renew business licenses.
- Keep accurate financial and operational records.

This checklist is for educational purposes only. Be sure to confirm any legal requirements with your state and consult a licensed professional if needed.