# Florida LLC Post-Filing Checklist

Congratulations — your Articles of Organization are filed! While waiting for Sunbiz approval and your official Certificate of Status, here’s what to do next to set up **Accessible Intelligence LLC** correctly.

## 1. Track & Confirm Filing

* **Tracking Number:** 300458005853 (keep on file).
* Sunbiz will email you once your LLC is approved.
* Download and save:
  + Filing acknowledgment
  + Certificate of Status (you paid for this)
  + Copy of Articles of Organization
* Create a digital folder (e.g., *Accessible Intelligence LLC – Formation*) and store all docs.

## 2. Apply for EIN (IRS Employer Identification Number)

* Free via IRS.gov → *Apply for EIN Online*.
* Needed for:
  + Business bank account
  + Payment processors (Stripe, PayPal, etc.)
  + Tax filings
* Apply as a **Single-Member LLC** (default = disregarded entity).

## 3. File Beneficial Ownership Information (BOI Report)

* Required federally as of Jan 1, 2024.
* File with **FinCEN** (not Sunbiz).
* Deadline: **within 90 days** of LLC formation.
* Information required:
  + Company name & EIN
  + Your legal name, DOB, home address
  + Copy of ID (driver’s license or passport)
* No fee, file online at FinCEN.

## 4. Open a Business Bank Account

* Bring:
  + Articles of Organization (filed copy)
  + Certificate of Status
  + EIN confirmation letter (from IRS)
  + Driver’s license or ID
* Choose a bank or credit union with low fees or one that supports online entrepreneurs.
* Keep **all LLC finances separate** from personal accounts.

## 5. Draft an Operating Agreement

* Not required by Florida law, but strongly recommended.
* Establishes:
  + Ownership (you = 100%)
  + Management (you as AMBR)
  + How profits/losses are treated
  + Rules for adding future members
* Helps preserve liability protection and looks professional to banks/investors.

## 6. Set Up Recordkeeping & Accounting

* Choose accounting method: **cash basis** (simpler for most small LLCs).
* Software: QuickBooks, Wave, or even Excel for now.
* Track:
  + Income
  + Expenses (training, software, subscriptions)
  + Distributions to yourself
* Save receipts for deductions.

## 7. Calendar Annual Report Deadline

* Every Florida LLC must file an **Annual Report** by **May 1st** each year.
* First report due: May 1, 2026 (since you filed in Sept 2025).
* Fee: ~$138.75.
* Missing it = late fee or dissolution.

## 8. Optional but Smart Next Steps

* Register DBAs (fictitious names) if you want to publicly use alternate brand names (e.g., “Accessible IQ”). Cost: ~$50 + local newspaper notice.
* Consider professional business email (e.g., admin@accessibleintel.com).
* Set up cloud storage for documents.

## 🚀 Quick Action Checklist

* Save confirmation & Certificate of Status
* Apply for EIN
* File BOI Report (90-day deadline)
* Open business bank account
* Draft & sign Operating Agreement
* Set up bookkeeping system
* Calendar Annual Report deadline
* Optional: File DBAs and set up business email

### Bottom Line

You’re officially in business. Once you complete these post-filing steps, **Accessible Intelligence LLC** will be fully operational, compliant, and ready to scale — whether you’re handling accessibility consulting, AI tools, or financial education pivots.