

LLC Formation Guide

LLC FORMATION GUIDE

Complete Step-by-Step Guide

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CHAPTER 1: INTRODUCTION TO LLCs

A Limited Liability Company (LLC) is a business structure that combines the pass-through taxation of a partnership or sole proprietorship with the limited liability of a corporation.

Benefits of an LLC:

- Limited personal liability
- Flexible management structure
- Pass-through taxation
- Less paperwork than corporations

CHAPTER 2: CHOOSING YOUR STATE

Consider factors such as:

- Formation fees
- Annual fees
- Tax requirements
- Privacy laws
- Business-friendly regulations

CHAPTER 3: NAMING YOUR LLC

Your LLC name must:

- Include "LLC" or "Limited Liability Company"
- Be distinguishable from other entities
- Not use restricted words without proper authorization

CHAPTER 4: REGISTERED AGENT

Every LLC must have a registered agent who:

- Has a physical address in the state
- Is available during business hours
- Accepts legal documents on behalf of the LLC

CHAPTER 5: ARTICLES OF ORGANIZATION

Required information typically includes:

- LLC name
- Principal office address
- Registered agent information
- Management structure
- Purpose of the business

CHAPTER 6: OPERATING AGREEMENT

While not always required by law, an Operating Agreement is essential for:

- Defining member roles
- Establishing profit distribution
- Setting management procedures
- Protecting limited liability status

CHAPTER 7: EIN

Apply for an EIN from the IRS:

- Free to obtain
- Required for multi-member LLCs
- Needed for business bank accounts
- Required for hiring employees

CHAPTER 8: BUSINESS LICENSES

Check requirements for:

- Federal licenses (if applicable)
- State licenses
- Local permits
- Professional licenses

CHAPTER 9: STATE-SPECIFIC REQUIREMENTS

Each state has unique requirements:

- Annual reports
- Franchise taxes
- Publication requirements
- Additional filings

CHAPTER 10: ONGOING COMPLIANCE

Maintain your LLC by:

- Filing annual reports

- Paying required fees
- Maintaining registered agent
- Keeping records updated
- Filing tax returns

For more detailed information, visit our website or contact our support team.

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