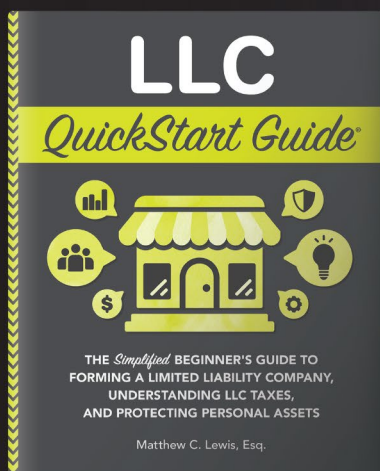

LLC Formation Checklist

Digital Asset for:



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I. INITIAL STEPS

- 1. **Create Business Plan** (Chapter 1)
 - a. While highly recommended, this step is not required.
- 2. **Select LLC Name & Verify Availability** (Chapter 3)
 - a. Select Desired State of Organization (Chapter 3)
- 3. **Select Registered Agent** (Chapters 3 & 5)
- 4. **Most likely yourself unless LLC to be formed outside your home state**
- 5. **Prepare Operating Agreement** (Chapter 6)
- 6. **Verify Preferred Taxation & Management Method** (Chapters 7 & 8)

II. FORMATION & MINIMUM REQUIRED TASKS

- 1. **File Articles of Organization with Secretary of State or equivalent** (Chapter 5)
- 2. **Register Foreign LLC with your home state**
 - a. Only necessary if LLC to be formed outside your home state
- 3. **Apply to IRS for an Employer Identification Number (EIN)**
 - a. Can only be done after LLC is successfully formed
- 4. **Complete & File Form 8832 with the IRS** (Chapter 7)
- 5. **Complete Operating Agreement** (Chapter 6)
- 6. **Set Up Bank Account**

III. ONGOING MAINTENANCE

- 1. **File Annual Federal & State Tax Returns and Pay Taxes** (Chapter 9)
- 2. **Complete Annual Report for Secretary of State & Pay Filing Fee** (Chapter 9)
- 3. **Pay Any Other Applicable Taxes** (Chapter 9)
 - a. Depending on your business, could include Sales Tax among others
- 4. **Remit Payroll Taxes & Issue W-2s for Any Employees** (Chapter 9)
- 5. **Hold Annual or Quarterly Meetings, if applicable** (Chapters 6 & 9)