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Free Legal Resource · 2026

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Sole Prop → LLC Conversion Checklist

Action Checklist — ClearLegalTips.com (2026)

Convert without losing momentum.

Form the LLC

Filed Articles of Organization

Got a new EIN for the LLC

Signed an operating agreement

Transfer

Opened an LLC bank account

Moved assets and contracts to the LLC

Updated licenses, permits, and DBA

Wind Down Sole Prop

Updated tax registrations

Cancelled the old DBA

Notified clients/vendors of the new entity

Notes

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vary by state and change over time. Consult a licensed attorney for advice specific to your situation.