

Florida LLC Filing Checklist (2026)

From the \$125 filing to a clean first annual report, in order

Work top to bottom. The formation steps happen once; the calendar steps repeat every year the company is active.

FORM THE LLC

- ☐ Choose who will serve as registered agent. You can generally act as your own; the \$25 designation fee goes to the state either way, so a paid service is optional.
- ☐ File the Articles of Organization on Sunbiz and pay the \$125 state fee (\$100 articles + \$25 registered agent designation, s. 605.0213).
- ☐ Filing in October, November, or December? Consider naming a January 1 effective date in the articles (allowed up to 90 days after filing, s. 605.0207) to push your first annual report a full year out.

OPTIONAL EXTRAS

- ☐ Order a certified copy (\$30) or certificate of status (\$5) only if a bank or agency asks for one; both can be ordered later.
- ☐ Trading under a name other than the LLC's legal name? Advertise the fictitious name once in a county newspaper, then register it for \$50 (s. 865.09; valid through December 31 of the 5th year).
- ☐ Get the EIN free at irs.gov. The IRS itself warns that you never have to pay a fee for an EIN.

STAY IN GOOD STANDING

- ☐ Calendar January 1: the annual report window opens the year after your effective year (s. 605.0212).
- ☐ File the \$138.75 annual report before May 1. After May 1 the statute adds a \$400 late charge (\$538.75 total).
- ☐ Know the final cutoff: no report by 5:00 p.m. ET on the third Friday in September and the state may administratively dissolve the LLC (s. 605.0714). Reinstatement costs \$100 plus every missed report.

INSTRUCTIONS FOR USE

This checklist is general information, not legal advice. Fees and deadlines come from the Florida Statutes and can change; verify current figures before filing. For advice on your specific situation, consult a licensed Florida attorney. The full fee guide and sources: clearlegaltips.com/florida-llc-filing-fee/