

CLEARLEGALTIPS.COM

Free Legal Resource · 2026

© 2026 ClearLegalTips.com — Informational only, not legal advice.

Online LLC Formation Checklist

Action Checklist — ClearLegalTips.com (2026)

Follow these phases to form your LLC online correctly the first time. Each box is one concrete action.

Phase 1 — Name & Planning

Brainstormed three business name options

Searched the Secretary of State database to confirm your top name is available

Confirmed the name includes “LLC” and meets state naming rules

Reserved the name (only if you are not filing immediately)

Phase 2 — Registered Agent

Decided between acting as your own agent or hiring a service

Confirmed the agent has a physical in-state address (no P.O. box)

Got the agent's consent to be listed

Phase 3 — File the Articles of Organization

Completed the Articles of Organization on the state portal

Listed members/managers and the management structure

Paid the state filing fee

Submitted the filing and saved the stamped/approved copy

Phase 4 — After Approval

Obtained a free EIN from the IRS

Drafted and signed an Operating Agreement

Opened a dedicated business bank account

Registered for state taxes and any required business licenses

Calendared the annual report / franchise tax due date

Notes

CLEARLEGALTIPS.COM

Free Legal Resource · 2026

© 2026 ClearLegalTips.com — Informational only, not legal advice.

This resource is provided by ClearLegalTips.com for general informational purposes only and does not constitute legal advice. Laws vary by state and change over time. Consult a licensed attorney for advice specific to your situation.