

New York LLC Filing & Publication Checklist (2026)

From the Articles of Organization to the Certificate of Publication without missing the 120-day window

Work top to bottom. The publication steps are the ones New York owners miss; the state fees are \$200 to file and \$50 for the certificate, plus whatever the two designated newspapers charge.

FILE

- ☐ Choose the county for the LLC's office deliberately; it controls where, and how expensively, you publish.
- ☐ Optional: reserve the name for 60 days (\$20) if you are not ready to file yet.
- ☐ File the Articles of Organization with the Department of State (\$200; optional expedite at \$25, \$75, or \$150 per document).
- ☐ Record the date the filing takes effect; the 120-day publication window runs from it.

PUBLISH

- ☐ Call the county clerk for the two designated newspapers, one printed daily and one printed weekly. You cannot substitute papers of your own choosing.
- ☐ Get each newspaper's price in writing before the first run.
- ☐ Run the notice once a week for six successive weeks in both papers.
- ☐ Collect an affidavit of publication from each newspaper after the final run.

PROVE

- ☐ File the Certificate of Publication with both affidavits attached, plus the \$50 fee, within 120 days of formation.
- ☐ Keep the stamped copy with the LLC records; missing the window suspends the company's authority to do business in New York.

CALENDAR

- ☐ Biennial Statement: \$9 every two years, due in the anniversary calendar month; file online through the e-Statement service.
- ☐ Form IT-204-LL: \$25 to \$4,500 if the LLC has New York-source income; due the 15th day of the 3rd month after year-end (March 15 for calendar-year LLCs).
- ☐ EIN: get it free from the IRS at irs.gov; never pay a third party for it.

INSTRUCTIONS FOR USE

This checklist is general information, not legal advice. Fees and deadlines were verified against dos.ny.gov and tax.ny.gov in 2026 and can change; confirm each figure on the official site before paying. For advice on your situation, consult a licensed attorney. The maintained guide lives at clearlegaltips.com/llc-filing-fees-by-state/