

LLC Formation Checklist

Action Checklist — ClearLegalTips.com (2026)

If you choose an LLC, set it up right.

Form It

- ☐ Chose an available name with "LLC"
- ☐ Filed articles of organization + paid the fee
- ☐ Appointed a registered agent Set Up
- ☐ Got an EIN from the IRS (free)
- ☐ Opened a SEPARATE business bank account
- ☐ Adopted an operating agreement Protect the Shield
- ☐ Keep personal and business money strictly separate (no commingling)
- ☐ Keep clean records Stay Compliant
- ☐ File annual report / franchise tax on time
- ☐ Track income + expenses all year (taxes follow either structure)

INSTRUCTIONS FOR USE

This template is provided for informational purposes only and does not constitute legal advice. Laws vary by state and change over time. Have an attorney review your completed document before relying on it. ClearLegalTips.com is not a law firm.