

Georgia LLC Filing Checklist (2026)

The filing sequence from choosing a name to your first April 1, with every deadline that matters

Work top to bottom. The pre-filing and filing steps usually take one sitting; after that, the job is keeping one date on your calendar each year.

BEFORE YOU FILE

- ☐ Search your LLC name on eCorp (ecorp.sos.ga.gov) to confirm it is available.
- ☐ Decide whether to reserve the name. Optional: \$35 (\$25 + \$10), nonrefundable, holds the name 30 days or until you file.
- ☐ Choose a registered agent: a Georgia resident or qualifying business with a physical Georgia street address (no P.O. box).
- ☐ Gather the details the articles ask for: each organizer's name and address, the registered office street address and county, and the principal mailing address.
- ☐ Pick your speed: standard processing, or expedite at \$120 (two business days), \$275 (same day, noon cutoff), or \$1,200 (one hour).

FILE AND PAY

- ☐ File Articles of Organization online through eCorp and pay \$110 by Visa, MasterCard, American Express, or Discover. Online filings generally take about 7-10 business days.
- ☐ Or mail Form CD 030 (or your own articles) with Transmittal Form 231 and a \$110 check or money order. Mailed filings generally take about 15 business days from receipt. No cash.
- ☐ Review everything before paying: Georgia filing fees are non-refundable and non-transferable, and a dishonored payment adds a \$30 NSF charge.

AFTER APPROVAL

- ☐ Save the Certificate of Organization the Secretary of State issues.
- ☐ Get your EIN directly from irs.gov. It is free; the IRS says you never have to pay a fee for an EIN.
- ☐ Sign an operating agreement with any co-owners and keep it with the company records.
- ☐ Order a Certificate of Existence (\$20) only if a bank or lender asks for one; online requests are processed immediately.
- ☐ Calendar your first annual registration: January 1 to April 1 of next year (a 2026 LLC files by April 1, 2027).

EVERY YEAR

- ☐ File the \$60 annual registration online between January 1 and April 1. Online filings process immediately, so the \$60 mail expedite is unnecessary.
- ☐ Consider prepaying up to 3 calendar years in advance to take the date off your calendar.

[] If your registered agent or address changes mid-year, file an amended annual registration (\$30).

[] Missed April 1? File right away: the late penalty is \$25, while reinstatement after administrative dissolution costs \$260.

INSTRUCTIONS FOR USE

Deadlines and amounts verified in September 2026 against Georgia Secretary of State Corporations Division sources and the Georgia Code. This checklist is general information, not legal advice; fees and rules change. Confirm current figures at sos.ga.gov, and consult a licensed Georgia attorney for advice on your situation. Companion guide: clearlegaltips.com/georgia-llc-filing-fee/