

# Ohio LLC Filing Checklist (2026)

## From name choice to your tax registrations, in the order the state expects them

Work top to bottom. Most owners finish the first two sections in one sitting; the rest is a short list of registrations and one threshold to watch.

### BEFORE YOU FILE

- ☐ Choose a name that ends in LLC, L.L.C., limited liability company, limited, ltd., or ltd, and that is distinguishable on Secretary of State records (ORC 1706.07).
- ☐ Decide on a name reservation (optional, Form 534B, \$39). Skip it if you are filing within days.
- ☐ Line up a statutory agent: an Ohio resident or a business entity with an Ohio address. Confirm the address is a street address, not a P.O. box or CMRA private mailbox.
- ☐ Have the agent sign the Acceptance of Appointment included in Form 610.
- ☐ Optional: order a \$50 preclearance review (1-2 business days) if your articles are unusual.
- ☐ Pick your speed: regular service (3-7 business days) or Expedite +\$100 (2 business days), +\$200 (1 business day), or +\$300 (4 hours, in person, received by 1:00 p.m.). Mark the tier on the form, or you get regular service.

### FILE AND PAY

- ☐ File Form 610, Articles of Organization, at Ohio Business Central or by mail.
- ☐ Pay the \$99 filing fee plus any expedite fee (cash, check, money order, or credit card).
- ☐ Optional: set a delayed effective date, up to 90 days after the state receives your articles.

### AFTER APPROVAL

- ☐ Get your EIN directly from the IRS. It is free.
- ☐ Sign an operating agreement with your co-owners and keep it with the company records.
- ☐ Contact your city about municipal net profit tax registration, or review the ORC 718.80 opt-in for state administration through the Ohio Business Gateway.
- ☐ Order a \$5 certificate of good standing (Form 500) only if a bank or lender asks for one.

### ONGOING

- ☐ No Secretary of State annual or biennial report to file. Keep the statutory agent current; a change costs \$25 (Form 521).
- ☐ Watch Ohio taxable gross receipts. If they pass \$6 million in a year, register for the Commercial Activity Tax within 30 days.
- ☐ Keep your city net profit tax filings current. An entity cancelled by order of the Department of Taxation pays a \$25 reinstatement fee plus whatever it takes to cure the problem.

**INSTRUCTIONS FOR USE**

Deadlines and amounts checked in September 2026 against Ohio Secretary of State, Ohio Revised Code, Ohio Department of Taxation, and IRS sources. This checklist is general information, not legal advice; laws and fees change. Confirm current figures on the official sites, and consult a licensed Ohio attorney for advice on your situation. Companion guide: [clearlegaltips.com/ohio-llc-filing-fee/](https://clearlegaltips.com/ohio-llc-filing-fee/)