

Pennsylvania LLC Filing Checklist (2026)

From name choice to your first September 30 annual report, with the deadlines that carry a cost

Work top to bottom. The pre-filing and filing steps usually fit in one sitting; after approval, the job becomes keeping one date on the calendar.

BEFORE YOU FILE

- ☐ Pick your LLC name and confirm it is available. Reserve it (\$70) only if your filing date is well off.
- ☐ Choose a registered office: a Pennsylvania street address (a P.O. box alone is not accepted) or a Commercial Registered Office Provider (CROP).
- ☐ Veteran or reservist owner? Check the Act 135 small-business criteria (independently owned, not dominant in its field, 100 or fewer employees) for the formation-fee exemption.
- ☐ Decide on speed: standard processing (DOS guidance: allow 15 business days) or expedite at \$100 same-day (before 10:00 a.m.), \$300 3-hour (before 2:00 p.m.), or \$1,000 1-hour (before 4:00 p.m.). Expedite requests are not accepted by mail.

FILE AND PAY

- ☐ Complete the Certificate of Organization (DSCB:15-8821) and the docketing statement (DSCB:15-134A). No notarization is required, and no attorney is required to prepare it.
- ☐ File online through Business Filing Services at file.dos.pa.gov, or by mail with a check or money order payable to the Pennsylvania Department of State (no cash; cards for expedited services only).
- ☐ Pay the \$125 filing fee. Fees are nonrefundable, even for rejected filings, so proofread every field first.
- ☐ Do not buy a newspaper notice: no advertising is required when forming a domestic LLC.

AFTER APPROVAL

- ☐ Get your EIN directly from irs.gov. The IRS does not charge for it.
- ☐ Sign an operating agreement with your co-owners and keep it with the company records.
- ☐ Order a subsistence certificate (\$40) only when a bank, lender, or another state asks for proof of good standing.
- ☐ Philadelphia operations: note the April 15 BIRT return deadline for next year.

EVERY YEAR

- ☐ File the \$7 annual report (DSCB:15-146) between January 1 and September 30, starting the year after formation (a 2026 LLC files first by September 30, 2027).
- ☐ Do not wait for a reminder: not receiving a notice does not excuse a missed report.
- ☐ From reports due in 2027 on, a missed report can lead to administrative dissolution six months after September 30; reinstatement is \$35 online or \$40 on paper plus \$15 per unpaid

report.

INSTRUCTIONS FOR USE

Deadlines and amounts verified in September 2026 against Pennsylvania Department of State 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 Pennsylvania attorney for advice on your situation.

Companion guide: clearlegaltips.com/pennsylvania-llc-filing-fee/