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CALIFORNIA LLC FORMATION CHECKLIST

#1 Choose a Name

Please read my article about choosing a name, generally it must include specific words indicating it is a corporation.

#2 Prepare and File the Articles of Incorporation

See my article on filing Articles of Incorporation for step-by-step instructions.

#3 Obtain an EIN

This outlines how your LLC will be managed, how profits and losses will be allocated, and other details essential to running your LLC.

#4 Prepare Bylaws for the Corporation

Bylaws are the rules by which your corporation will function.

#5 Meetings and Minutes

Minutes need to be prepared where the incorporator resigns and appoints a board. An initial board meeting needs to occur and minutes need to be taken. A shareholder meeting needs to occur and minutes need to be taken.

#6 Prepare and Issue Stock Certificates

Stock certificates identify the number of shares owned by each shareholders.

#7 File a Statement of Information

The Statement of Information should be filed 90 days after filing your Articles of Incorporation.

#8 S-Corporation Election

If desired, designate your business as taxable under sub-chapter S of the Internal Revenue Code.

#9 Business Licenses

The application process varies from area to area; check with your local jurisdiction.

#10 Initial Meeting of Members

Appoint managers and officers. Keep minutes of this and all subsequent meetings.

#11 Open a Bank Account

You will typically need an EIN and Articles of Incorporation; some banks want a certified copy.

#12 LOEN Filing

Form 2102(F) needs to be filed once stock is issued.

#13 Register with EDD

If you have employees you need to do this.