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CALIFORNIA LLC FORMATION CHECKLIST

#1 Choose a Name

Your name must end in "Limited Liability Company," "LLC," or "L.L.C." Read my article on Choosing a Corporate Name for guidance.

#2 Prepare and File the Articles of Organization

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

#3 Prepare Your LLC Operating Agreement

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

#4 Membership Ledger and Membership Certificates

The ledger should indicate each member's name, address, amount paid for their membership interest, and the date it was received.

#5 Prepare and File a Statement of Information

This should be filed after your Operating Agreement has been prepared and executed, but within 90 days of filing the Articles of Organization.

#6 Apply for an EIN

See my article for step-by-step instructions on completing IRS Form SS-4. If you apply online you will be issued an EIN on the spot.

#7 Investment Representation Letters

You may need these depending on how members are involved with the LLC.

#8 Receive Spousal Consent

If any of the members are married, their spouses will need to sign this form.

#9 File LOEN

You may be required to file this notice within 14 days of issuing membership interests.

#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 Organization; some banks want a certified copy.

#12 Obtain Business Permits

Many businesses will need permits from the city, county, or state.

#13 Register with EDD

If you pay an employee more than \$100, you must register; I suggest using a payroll service.