



**THE  
ULTIMATE  
LLC  
CHECKLIST**

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**TRUiC**

The Really Useful Information Company

**TRUIC HAS HELPED  
OVER 250,000  
ENTREPRENEURS  
JUST LIKE YOU  
START THEIR  
BUSINESSES**



**We're experts because we've been in your shoes  
and we know the problems you face:**

- Wearing different hats and juggling many responsibilities
- Trying to build effective marketing to acquire customers and sales
- Navigating the jargon and red tape of business formation and maintenance
- Avoiding fines and penalties by staying up to date with business compliance

**DON'T WORRY!  
WE'RE HERE TO HELP!**

The first (and most crucial) step is to form an LLC, and following this checklist will help you do that quickly and easily.

From there, our FREE tools, guides, and resources along with our exclusive partnerships on business services will provide you with everything you need to get your business up and running.

**Ready to get started?**

**LET'S GO!**



# FORMING YOUR LLC

**WANT IT DONE FOR YOU?**

Set up your LLC in just a few minutes.  
Best value package with [Northwest](#).  
**\$29** plus state fees.

**GET STARTED NOW**

**(EXCLUSIVE DISCOUNT!)**

## Step 1: Name Your LLC

The name of your LLC should be distinguishable from other business names in your state and must meet the state's naming guidelines.

### How to complete this step:

Review your state's [naming guidelines](#)

[Brainstorm business names](#)

[Check if the domain is available](#)

Check if the name is available in your state by doing a [name search](#)

[File a name reservation](#) (only required in Alabama)

Your Business Name:

Your Domain Name:

## Step 2: Designate a Registered Agent

A [registered agent](#) (also known as a statutory agent, resident agent, or agent for service of process) is the person or company you choose to accept official communication on behalf of your LLC. You can be your own.

### How to complete this step:

Review the requirements of a [registered agent](#)

Decide whether you want to appoint someone or [hire a service provider](#) to protect your privacy

Registered Agent's Name:

Registered Agent's Address:

### Step 3: File the Formation Documents

#### How to complete this step:

Decide whether your LLC will be [manager-managed or member-managed](#)

[Download the form or file online](#)

Follow the submission requirements (usually with the Secretary of State)

Pay the formation fee (varies by state)

Wait for your state's approval (submission can take up to four to six weeks)

\* Verify completion by logging into your state account or doing a name search.

Or [hire a service provider](#) to complete it for you.

### Step 4: Create an Operating Agreement

An [operating agreement](#) lays out the rules and management structure of your LLC.

#### How to complete this step:

Download a free sample operating agreement or [use our tool](#)

Keep a copy for your records (it does not have to be filed with the state)

**LET US HELP YOU!**

Create a FREE custom operating agreement when you sign up for [TRUiC's Business Center](#). You'll also gain access to many other important business tools and legal forms.



### Step 5: Get an EIN

An Employer Identification Number (EIN) [acts as a Social Security number](#) for your LLC. You will need this to get a bank account and hire employees.

#### How to complete this step:

Download the [Form SS-4](#) and send it to the IRS or [file it online](#)

If you choose the online application, you will get your EIN upon completion

EIN:

**IMPORTANT!!**

The following states have additional formation steps that need to be completed:

[Alabama](#)

[Alaska](#)

[Arizona](#)

[California](#)

[Nebraska](#)

[New Jersey](#)

[New York](#)

[Washington D.C.](#)



# IMPORTANT STEPS TO TAKE AFTER FORMING YOUR LLC

## 1. Get a Bank Account

It's important you keep business and personal accounts separate. Otherwise, you are at risk of [piercing the corporate veil](#) and jeopardizing your LLC's limited liability protection.

### How to complete this step:

Get your [EIN](#) (see Step 5 above)

Find the best [bank account for your business](#) and open an account online or in person

## 2. Get a Business Credit Card

Another important step in keeping your personal and business finances separate is getting a business credit card.

### How to complete this step:

Research the [best credit card for your business](#)

Apply with [Mercury Bank](#)

## 3. Get Business Insurance

The three most common types of business insurance you may need are:

- [General Liability Insurance](#): The basic insurance recommended for all business types. It protects a business against the most common and costly claims faced by small businesses.
- [Professional Liability Insurance](#): Also known as errors and omissions insurance (E&O coverage), professional liability insurance protects business owners against claims of inaccurate, negligent, or undelivered work.
- [Workers' Compensation Insurance](#): This policy is designed to cover an employee's medical expenses and other losses in the event of a work-related injury.

### How to complete this step:

[Get a free quote](#)



# KEEPING YOUR COMPANY COMPLIANT

## 1. File Required Periodic Reports/Business Taxes

You must stay on top of your state's filing deadlines to remain in good standing and avoid unnecessary fines and penalties. It essentially involves updating your registered agent address and paying your annual fee or annual business tax.

### You'll need to:

- Find out what the [annual/biennial submissions are for your state](#)

- Update information

- Pay applicable fees or taxes

Otherwise,

- [Hire a professional service](#). A Registered Agent Service will accept your business mail and make sure you never miss a filing.

## 2. Apply for a Business License

Depending on the type of business you conduct and where you are located, you may be required to obtain special licenses or permits.

### How to complete this step:

- Find out what [business licenses](#) are required for your type of business

- Take any required classes

- Pay fees based on local regulations

Otherwise

- [Hire a professional service](#)

## 3. Download Workplace Compliance Posters






Every workplace must post physical posters in accordance with federal, state, and local laws. Some poster requirements also vary based on your industry or your workforce size.

- [Download and print posters for free](#)



## JOIN TRUIC'S BUSINESS CENTER TO START, RUN, AND GROW YOUR BUSINESS

Create a **FREE** account in the [TRUIC Business Center](#) today!  
We'll walk you through each of these steps AND give you full access to:

-  Hundreds of step-by-step guides and videos to help answer all of your questions
-  A suite of, easy-to-use tools to meet your business needs
-  Exclusive discounts on business services
-  Customizable downloads for essential business documents and legal forms
-  A complete video course to take you from idea to growth



[business.truic.com](https://business.truic.com)

**SIGN UP NOW**