

LLC Formation Process Checklist

- Business Name
 - Availability & Reservation
- Registered Agent and Office Address
- Prepare Articles of Organization
 - Docketing Statement
- Prepare and File Operation Agreement
- Directors/Officers Agreement
- Stock Interest
 - Determine number and distribution
- Members Agreement (buy-sell agreement restricting the transfer of interest and providing for liquidation of shareholders' interests upon death or termination)
 - Include Spousal Waiver, if appropriate
- Bank Account
- Licensing & Tax Registration
 - City, County, Federal Wage Withholding & Business Tax Registration (\$0)
 - City & County Occupational License (\$75)
 - Philadelphia Business Privilege License (\$250)
 - PA Enterprise Registration (\$125)
 - Federal Trademark Registry (\$275)
 - File federal and state tax Id. numbers (taxes) (\$0)
 - Federal Entity Classification Election (\$0)
- Advertise the filing of the Articles (\$50)
- SS-4 Form Federal and State (\$0)
 - Fiscal year
 - Peak # of employees
 - First date wages will be paid
 - Nature of business
- First Organizational Meeting with adopting resolutions
 - Ratify actions of incorporators
 - Ratify appoint of officers
 - Ratify election of S-Corporation for tax purposes
 - Ratify Member Agreement
 - Ratify Issuance of Shares
 - Ratify Bank Account
 - Ratify Lease
 - Ratify hiring the Accountant and Lawyer

About the Author:

Ms. Sharmil McKee is a business attorney licensed in Pennsylvania. She focuses her practice on protecting small and mid-sized businesses from future legal problems. Visit her firm's website <http://www.mckeeoffice.com>.