

LLC Formation Checklist – Legal Only

1. Confirm the availability of your chosen LLC name.
2. Fill out and file the LLC's Articles of Organization.
3. Acquire a federal tax identification number from the Internal Revenue Service (IRS).
4. Obtain the state tax identification number from the State of Michigan, if required.
5. Prepare and sign an Operating Agreement. While this is not required for a single owner LLC, it is still a good idea.
6. Obtain all necessary business or professional licenses and permits.
7. Investigate other legal requirements applicable to your business, including tax requirements, zoning, and OSHA regulations.

“Legal Only” means this is a list of legal requirements, and does not include other helpful start-up procedures. You can review our Business Start-up Checklist for that.