

# HOW TO Form Your Florida LLC



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## Choose a Name for Your LLC

Select a unique name that includes "Limited Liability Company," "LLC," or "L.L.C.," and ensure it's available by searching the Florida Division of Corporations' Name Search.

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## Appoint a Registered Agent

Designate a registered agent with a physical Florida address to accept legal documents on behalf of your LLC; the agent can be an individual or a registered agent service.

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## File Articles of Organization

Submit the Articles of Organization online or by mail to the Florida Division of Corporations with your LLC name, registered agent information, and other required details; the filing fee is \$125, and you can file through [Sunbiz.org](https://www.sunbiz.org).

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## Draft an Operating Agreement

While not required, drafting an Operating Agreement is recommended to define ownership, management, and operating procedures for your LLC.

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## Obtain an EIN (Employer Identification Number)

Get an EIN from the IRS for tax purposes, hiring employees, and opening a business bank account by applying for free on the [IRS website](https://www.irs.gov).

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## Register for Florida State Taxes

If your LLC will collect sales tax or hire employees, register with the [Florida Department of Revenue](https://www.floridarevenue.com) to comply with state tax obligations.

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## Comply with Additional Licensing Requirements

Depending on your business activities and location, you may need additional state or local licenses or permits.

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## File an Annual Report

Submit an Annual Report to the Florida Division of Corporations to maintain your LLC's active status; the fee is \$138.75, and the report is due by May 1 each year via [Sunbiz.org](https://www.sunbiz.org).