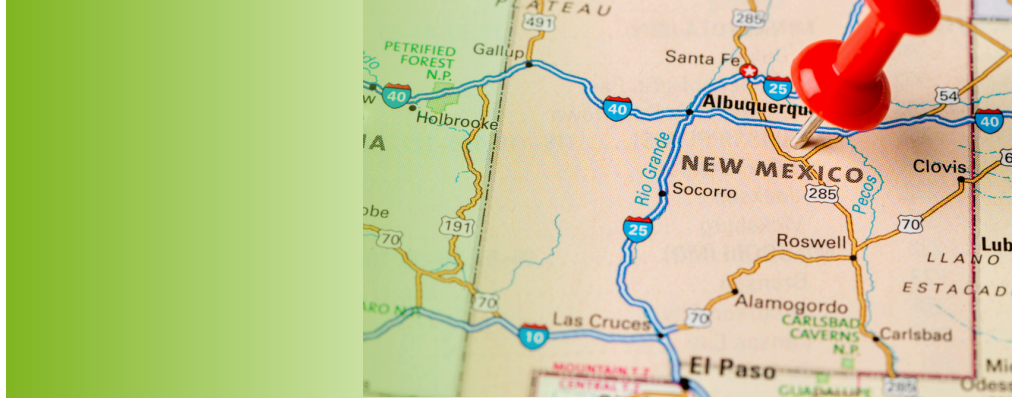


# HOW TO

## Form Your New Mexico LLC



01

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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 confirm its availability through the New Mexico Secretary of State Business Search.

02

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### Appoint a Registered Agent

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

03

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### File Articles of Organization

Submit the Articles of Organization to the New Mexico Secretary of State online or by mail, including your LLC name, registered agent information, and other required details. The filing fee is \$50, and you can file via the New Mexico Secretary of State Online Portal.

04

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### Draft an Operating Agreement

Although not required, drafting an Operating Agreement is recommended to outline the LLC's ownership structure, management roles, and operating procedures.

05

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### Obtain an EIN (Employer Identification Number)

Apply for an EIN through the [IRS website](#) to handle taxes, hire employees, and open a business bank account.

06

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### Register for State Taxes

If your LLC will collect sales tax or hire employees, register with the New Mexico Taxation and Revenue Department for applicable state taxes.

07

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### Obtain Business Licenses and Permits

Check local and state requirements to ensure you have all necessary licenses or permits for your business activities.

08

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### No Annual Report Required

Unlike many states, New Mexico does not require LLCs to file annual reports, simplifying ongoing compliance.