

HOW TO

Form Your Florida LLC



01

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.

02

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.

03

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://sunbiz.org).

04

Draft an Operating Agreement

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

05

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).

06

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.

07

Comply with Additional Licensing Requirements

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

08

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://sunbiz.org).